

*City of Central Falls*  
*Rhode Island*

# Proposed Budget Fiscal Year 2024



**Maria Rivera**  
*Mayor*





MARIA RIVERA  
MAYOR

ZULEYMA GOMEZ  
CHIEF OF STAFF

## MAYOR'S OFFICE

580 BROAD STREET  
CENTRAL FALLS, RI 02863

OFFICE: (401) 727-7474

May 8, 2023

The Honorable Robert A. Ferri  
City Council President

Honorable Members  
Central Falls City Council

Dear President Ferri and Honorable Members of the City Council:

When I first ran for office and spoke with thousands of our neighbors across our city, I heard over and over that we could be better – our services could be more accessible, our streets could be safer, and our city could become the best community in Rhode Island for helping *all families* thrive. I committed to making these a reality, and three years later, we've made huge progress.

Our Administration has worked tirelessly to ensure that the Central Falls of today works for every person that lives, works, and visits here. And moreover, that the Central Falls of tomorrow excels our economy and our future generations. It's no surprise we've been recognized on local and national levels for our work over the last year – from our boots-on-the-ground effort to making our city healthier, to creative new housing solutions, to unique opportunities that empower our youth. And we're still going!

Using this momentum, I am proud to present you with a balanced, proposed FY2024 budget that meets the current needs of our city and lays the foundation for successful years ahead. This budget not only supports our necessary operations, services, and programs, but it compliments key federal and staff dollars and grants we've proudly won that bring our beautiful vision for Central Falls to life.

### **Housing is Happening**

With the darkest days of COVID-19 behind us, one of the greatest issues exasperated during the pandemic remains: our housing crisis. After our Housing Summit, I committed to adding 200 new units of housing during my first term as mayor, and as one of the top 30 densest cities in the United States, we need to get creative to reach this bold goal. This summer, our new single-family homes on Washington and Hood Street built by local Building Futures students will be completed and sold to city residents, along with nine new townhomes on Chestnut Street that this budget invests in. Central Falls residents will have exclusive access to purchase these homes. Looking ahead, we're also gearing up for the groundbreaking of our 47-unit Broad Street Homes project, 100 units on Roosevelt Avenue, 31 units at the old Broad Street School, our new five-unit Reed Avenue townhouse project, and completing the master plan for our mixed-use Conant Thread mill buildings. Housing is happening here!

Of course, we're not just focused on building new homes – we need our existing homes safe for the families living in them. We're on track to certify another 200 units of housing to make sure that they are free of lead poisoning, and after winning a new grant that further invests in this work, will be giving our residents even more resources and opportunities that support safer, healthier housing.

## **Improved Government and Quality of Life**

It's been more than a decade since we thoroughly reviewed our city governance structure to ensure it supports our 21<sup>st</sup> century needs. I am launching a Charter Review Commission this year, with proposed amendments to the Charter to be approved by voters during the special fall election.

As we think about city government, it's no secret that my vision for Central Falls has included a revived community center that truly puts constituent services front and center. This budget proudly invests in El Centro, our new one-stop community center for residents, which is well on its way to becoming reality. Our architect is hard at work designing this Broad Street space, with construction starting later this year. At El Centro, residents will easily access a wide-range of services, spearheaded by our Office of Constituent Services and Health. From mental and behavioral health needs, to housing and food security, to senior and youth services, and more, I'm looking forward to announcing our participating service partners soon.

## **An Accessible, Affordable, Sustainable Future**

As more residents choose to live here, I want to do all we can to make this city more accessible and affordable. I'm proud to share we are expanding our partnership with the Rhode Island Public Transit Authority to continue our successful free starting ride pilot program through this summer, and widening its reach to include our new Pawtucket-Central Falls Transit Center. Beyond bolstering use of public transportation, other efforts to help make the cost of living more affordable have made a big impact, like our campaign to rollout the Affordable Connectivity Program – now being replicated in other communities – which successfully connected more than 70% of eligible households to the internet, making us number one in the state, and our community electricity aggregation program, which is bringing cleaner, cheaper electricity to residents.

These efforts are an important part of creating a more sustainable future for Central Falls. This budget also invests in our city's first Sustainability Officer – part of our 2023 Climate Action Plan – that works to build a more resilient future for us all.

And as we support our environment, our parks and outdoor recreational spaces are a big part of that. We'll be opening our new basketball court at High Street, our renovations to Jenks Park will commence, our exciting Phillip Street Community Garden will officially open this year, and so will our new beautifully-renovated Garfield Street Park for families to enjoy. These have been made possible thanks to outstanding relationships we've established with community partners.

All around our city, we'll be planning much-needed road and sidewalk repairs that this budget invests in, with matching funds thanks to the state's Municipal Road Fund Program.

## **A Safer City**

I'm pleased to share that our city is even safer than last year – with crime already down 25% in 2023. And while our overall crime and violent crime rates are consistently the lowest they've been in decades, I want to do more to proactively protect our families. From new layers to our Safer Streets Program, like the rollout of red light cameras and additional speed bumps, to new body cameras for our every patrol officer thanks to state and federal funds, to the investment in security cameras in our parks, we are taking steps forward that better protect every resident.

Along with our Police Department, our Fire Department has also been a big part of keeping our community safe. I'm thrilled they will finally be receiving a new fire engine truck this year, thanks to our federal delegation.

I am proud to share another investment this budget makes: the re-launching of our Central Falls Domestic Violence Task Force. I believe it's incredibly important that we prioritize education and outreach around this life-saving, not-talked-about-enough topic, including to our middle and high school students. Conversations on healthy relationships, communication, and safety should be commonplace, and I'm proud of this investment.

## **Youth and Education**

As we think about youth services, we now have many synchronized initiatives efforts to support this work. Thanks to a grant by the Department of Education, we have a new citywide afterschool program coordinator for organized out-of-classroom learning, while we continue to advance summer opportunities that keep our youth engaged and safe, like our new Youth Career Empowerment Summer Program that gives students hands-on learning and mentorship in their desired career fields. We will also be expanding our nationally-recognized Leading Ladies Initiative, which gives unprecedented leadership empowerment to future generations. We also continue to invest in Central Falls Public Library and hope to strengthen our partnerships with their programming.

It's no secret that education in Central Falls has been a topic of conversation as we make big strides forward. We're breaking ground on our highly-anticipated new High School this year, investing in the significant improvements at Calcutt Middle School, and planning for amazing facilities upgrades at all of our other school buildings. Recently, we engaged our community around the opportunity to serve on the Central Falls Board of Trustees to govern our schools. This is a vital time for education in our city, and we will continue working to involve our students, teachers, parents, and residents in changes and improvements ahead.

## **Fiscally Responsible**

When I took office, I knew our city's relatively small budget would be a challenge. With so many critical services and residents, every dollar counts! I am proud that this fiscally responsible budget contains strategic, shared services – like continuing to share a joint Planning Commission, a Code Enforcement and Building official with Pawtucket (saving \$60,000) and a new decision to share Human Resources with North Providence (saving \$30,000). Furthermore, we've increased strategic community partnerships that can help fill the gaps of support that help our community in specific ways, like helping secure \$1 million in funding for Jenks Parks Pediatrics from the Papitto Foundation that directly aides the evolving health needs of our community, to a partnership with the Housing Authority to provide exciting programming for our seniors, to the Elisha Project to help address families facing food insecurity.

## **Business Friendly**

I want Central Falls to become a leading city where more businesses choose to open their doors and grow. This budget continues the investment in our new Small Business and Workforce Coordinator position, who not only connects our businesses with key resources and programs, but supports our local workforce by organizing helpful job fairs and engagement with employers. We'll continue to support our business community this way, and I am proud to share that this business-friendly budget provides a new \$20,000 exemption on tangible property, and includes no increase in our commercial tax rate. I look forward to all the exiting ways we will continue to celebrate our businesses in the months ahead, like one of my favorite times of the year: Central Falls Restaurant Week!

Looking ahead to other exciting events, thanks to our hard-working team, gracious grant funding, and continued budget investments in our amazing departments like Parks and Recreation, we have an exciting line up of events for our residents, from our two beloved Salsa Nights, to our Food Truck Festival, to our Summer Basketball League, to our fun Youth Kayak Program, to our Jazz Nights, and so much more.

I would like to extend my deepest gratitude to our city department leaders and staff, who have stayed committed to our Administration's mission to progress our city forward, and provide programs and services that are accessible, a community that is safe and engaging, and a city that helps families from all backgrounds thrive.

Members of the Council, thank you for your partnership in this work. Respectfully, I urge you to pass the FY2024 City of Central Falls budget ordinances to keep our city on a successful, responsible path forward.

Sincerely,



Maria Rivera  
*Mayor*

*City of Central Falls*  
*Rhode Island*

**Proposed Budget**  
**Fiscal Year 2024**



**Maria Rivera**  
*Mayor*

*May 8, 2023*



## Annual Operating Budget Ordinance

In keeping with the provisions of Article II, Chapter 3, of the Charter of the City of Central Falls, the annual operating budget for the general fund shall be as follows:

**Section 1.** The several sums hereinafter named or so much as is authorized by law and is necessary of the objects respectively named, are hereby appropriated for the support and to defray the expenses of the government of the City of Central Falls for the financial year beginning on the first day of July, A.D. two thousand and twenty-three and ending on the thirtieth of June, A.D. two thousand and twenty-four. The same shall be apportioned in the same manner and for the objects and purpose following, and shall be known as the ordinary expenses of the city, viz:

**Section 2.** Tax assessment bill - and be it further ordered that the assessment and collection of a tax on the ratable real estate, and tangible personal property tax in a sum not less than **\$15,122,436** nor more than **\$15,791,008**. Said tax shall be levied on five (4) classes of taxable property at the following rate per \$1,000 of net assessed value: 1) residential owner-occupied real estate @ **\$12.38**, 2) residential non-owner-occupied real estate @ **\$18.55**, 3) commercial/industrial real estate @ **\$28.75** and, 4) tangible personal property @ **\$38.33**. Said tax is for payment of the interest and indebtedness in whole or in part of the city, payments authorized by the order of the mayor and for purposes authorized by law. Prior to certifying the tax roll, the tax assessor shall adjust these rate(s) if necessary, so that the final tax levy does not exceed the state approved maximum levy.

**Section 3.** The tax assessor shall assess and apportion said tax provided for in section 2 on the inhabitants and ratable property of the said city on the thirty-first day of December, A.D. 2022 at 12:00 midnight, according to the law, and shall on completion of said assessment date, certify and sign the same and deliver to and deposit the same in the office of the finance director in his/her capacity as city treasurer and collector of taxes, on or before **July 1, 2023**.

**Section 4.** Said tax provided for in section 2 shall be due and payable on or before **July 15, 2023** and all taxes remaining unpaid after the fifteenth day of **July 2023** shall bear interest from the fifteenth day of **July 2023** and until collected, at the rate of fifteen per cent (15%) per annum and all taxes and interest in addition to taxes shall be paid to the city treasurer immediately after the receipt thereof.

**Section 5.** Said tax provided for in section 2 may be made in installments, the first installment of twenty-five (25%) per cent on or before the fifteenth day of July 2023, and the remaining installments as follows: twenty-five per cent (25%) on the fifteenth day of October 2023, twenty-five per cent (25%) on the fifteenth day of January 2024 and twenty-five per cent (25%) on the fifteenth day of April 2024. After a six (6) working day grace period for interest penalty on each installment, all installments remaining unpaid after the date on which the first installment becomes due and payable shall carry until collected, a penalty at the rate of fifteen per cent (15%) per annum.

**City of Central Falls**  
**Annual Operating Budget - General Fund**  
**Fiscal Year July 1, 2022, and Ending June 30, 2023 and**  
**Adopted Fiscal Year July 1, 2023, and Ending June 30, 2024**

	FY 2023	FY 2024
<b>General Fund Revenues</b>		
Tax Revenue	16,084,275	15,972,436
Emergency Reserve Fund	(151,443)	(151,224)
Fees / Non-Tax Revenue	1,370,827	1,613,500
State Revenue	2,058,840	2,972,692
Other Revenue	50,000	42,500
<b>Total General Fund Revenues</b>	<b>19,412,499</b>	<b>20,449,904</b>
City Executive Management	344,624	367,447
City Council	41,160	41,160
City Boards	9,725	15,600
City Clerk	365,563	381,874
Board of Canvassers	30,000	30,000
Personnel	244,885	266,772
Legal	298,357	235,611
Tax Assessor	133,068	132,915
Finance	769,949	802,671
City Property	1,086,641	1,275,101
Recreation	336,066	366,024
Planning	333,080	362,496
Office of Constituent Serv & Health	91,428	116,462
Other City Government	4,229,025	4,048,161
Police	4,175,954	4,485,039
Judiciary	127,099	139,673
Fire	3,853,390	4,114,139
Dispatch & Emergency Mgmt.	623,699	646,726
Highway / Code	1,135,857	1,352,089
Public Works	1,032,203	1,114,201
Library	150,727	155,742
<b>Total General Fund Expenditures</b>	<b>19,412,499</b>	<b>20,449,903</b>
Total General Fund Revenue	19,412,499	20,449,904
Total General Fund Appropriations	19,412,499	20,449,903
Total Surplus (Deficit)	0	0

Item	FY 22 Audited Actuals	FY23 Budget	FY 23 Actuals through March	FY 24 Budget
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<b>Revenues:</b>				
<b>Tax revenue</b>				
Tax revenue (current year)	14,516,348	14,550,480	12,713,059	15,122,436
Tax revenue (prior years)	701,230	660,000	444,878	600,000
Interest on taxes	262,107	280,000	158,752	250,000
Emergency Reserve Fund	-	(145,505)	-	(151,224)
<b>Total tax revenue</b>	<b>15,479,685</b>	<b>15,344,975</b>	<b>13,316,689</b>	<b>15,821,212</b>

<b>Fees/non-tax revenue</b>				
City Clerk miscellaneous fees-Advertisement/All Other Services	8,035	12,000	7,363	12,000
Probate fees	9,202	11,000	7,864	11,000
Realty Stamps City	188,404	121,203	107,955	120,000
Real Estate Recordings	79,138	50,000	42,645	50,000
Licenses (other than marriage)/Alcoholic Beverage License	87,835	80,000	92,747	108,000
Certificates (vital records)	14,854	16,000	11,115	16,000
Marriage Licenses	1,048	1,100	784	1,000
Reports/copying fees	6,658	6,000	5,990	7,000
Certificates of occupancy	5,500	5,100	3,400	5,500
Code Court Fees	-	100	-	-
Property preservation revenue	-	100	-	-
Misc. departmental revenue	124,679	100,000	101,230	100,000
Parks & Recreation Revenue	16,915	15,000	1,995	-
Field Fees	9,445	5,000	12,480	12,000
Building permits	96,919	40,000	49,222	55,000
Plumbing & mechanical permits	15,181	17,000	20,935	20,000
Electrical permits	18,116	14,500	11,833	16,000

Item	FY 22 Audited Actuals	FY23 Budget	FY 23 Actuals through March	FY 24 Budget
Municipal Court Fees/Traffic Fines/Other Fines	131,086	190,220	42,539	45,000
Municipal Camera Fines	-		132,767	280,000
VIN check fees	10,832	7,500	8,181	10,000
Administrative and Other Fees	26,755	35,000	19,122	35,000
Fire Detail-Admin Fee			200	-
Vehicle Fees for Road Details	91,043	100,000	67,329	100,000
Municipal Court/Other Fines	30,723	35,000	19,930	35,000
Fire code inspection fees/other fire permits	29,503	8,000	19,187	15,000
Alarm box fees & smoke detector certificates	35,450	40,000	32,730	40,000
Rescue runs	331,793	360,000	369,926	380,000
Hazardous material permits	-	1,004	-	-
Local Pilot Revenue	85,861	80,000	4,875	80,000
Investment Income			38,355	40,000
Public works	17,034	20,000	21,657	20,000
<b>Total fees/non-tax revenue</b>	<b>1,472,010</b>	<b>1,370,827</b>	<b>1,222,262</b>	<b>1,613,500</b>
<b><i>State revenue</i></b>				
MV Phase out	1,419,847	1,887,262	1,558,481	2,077,974
Distressed Communities Aid	220,713	235,462	235,462	263,947
Public Service Corporation Tax/Telephone tax	231,392	231,392	240,792	240,792
Hotel/meals & beverage tax	204,635	168,425	186,881	205,776
School Housing Aid - Direct payment-RIHBEC reimbursement	96,399	97,286	11,491	97,286
Miscellaneous state aid/grants (Library Aid)	31,901	32,808	29,219	36,917
Local Cannabis Income				50,000
<b>Total state revenue</b>	<b>2,204,887</b>	<b>2,652,635</b>	<b>2,262,325</b>	<b>2,972,692</b>

Item	FY 22 Audited Actuals	FY23 Budget	FY 23 Actuals through March	FY 24 Budget
<b><i>Other income</i></b>				
Restitution	106		-	-
Tax Sales/Miscellaneous Other Revenue	43,119	5,000	15,309	5,000
Miscellaneous - MLC	51,291	10,000	6,759	7,500
Other Revenue, Misc.	79,673	15,000	22,063	20,000
Fema Funding	511,873		82,772	-
Nuisance Task Force Revenue	17,500	20,000	-	10,000
<b>Total other income</b>	<b>705,630</b>	<b>50,000</b>	<b>126,903</b>	<b>42,500</b>
<b>Total Revenues</b>	<b>19,860,143</b>	<b>19,418,437</b>	<b>16,928,179</b>	<b>20,449,904</b>

<b><i>General Fund Appropriations</i></b>				
<b>Executive MGT</b>				
Salaries-Executive	190,161	192,581	140,667	197,396
Social Security-Executive	11,439	11,940	8,504	12,239
Medicare-Executive	2,675	2,792	1,989	2,862
Municipal State Pension-Executive	27,421	28,618	20,903	26,727
TIAA-Cref - Executive	2,083	1,926	1,553	1,974
Medical Insurance-Executive	24,888	18,847	13,390	26,798
Dental Insurance-Executive	1,216	920	651	1,451
Other professional services-HR	42,000	42,000	32,100	42,000
Dues/Subscriptions - Executive	13,368	13,000	12,920	13,000
Supplies - Executive	163	1,000	279	1,000
Community Outreach	30,097	25,000	23,168	35,000
Professional Development & Training	5,781	6,000	4,099	7,000
<b>Total Executive MGT</b>	<b>351,292</b>	<b>344,624</b>	<b>260,223</b>	<b>367,447</b>

Item		FY 22 Audited Actuals	FY23 Budget	FY 23 Actuals through March	FY 24 Budget
<b><i>City Council</i></b>					
	Stipends	41,160	41,160	30,870	41,160
<b>Total City Council</b>		<b>41,160</b>	<b>41,160</b>	<b>30,870</b>	<b>41,160</b>
<b><i>City Boards</i></b>					
	Personnel board	675	675	788	1,500
	Purchasing board	675	675	506	1,750
	Appeals board	900	900	900	1,750
	Planning board	1,013	1,125	731	3,000
	Zoning board	1,813	1,750	1,188	3,000
	Canvassers board	1,750	2,100	1,575	2,100
	Housing authority board	2,750	2,500	1,750	2,500
<b>Total City Boards</b>		<b>9,576</b>	<b>9,725</b>	<b>7,438</b>	<b>15,600</b>
<b><i>City Clerk</i></b>					
	Salaries-City Clerk	210,958	224,435	162,418	230,627
	Longevity-City Clerk	2,500	2,500	2,500	-
	Social Security-City Clerk	12,661	14,070	9,859	14,299
	Medicare-City Clerk	2,961	3,291	2,306	3,344
	Municipal State Pension-City Clerk	30,724	33,723	24,459	31,227
	TIAA-Cref - Clerk	2,131	2,269	1,646	2,306
	Medical Insurance-City Clerk	35,011	31,435	22,333	44,155
	Dental Insurance-City Clerk	1,971	1,840	1,303	2,416
	Dues/subscriptions-City Clerk	303	4,000	2,330	4,000
	Non-capital equipment-City Clerk	265	3,000	-	3,000
	Claims & Settlements	52,993	42,500	50,062	42,500
	Education & Training-City Clerk	4,832	2,500	555	4,000
<b>Total City Clerk</b>		<b>357,310</b>	<b>365,563</b>	<b>279,769</b>	<b>381,874</b>

Item	FY 22 Audited Actuals	FY23 Budget	FY 23 Actuals through March	FY 24 Budget
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<i>Board of Canvassers</i>				
Elections and Election Workers	10,174	30,000	26,558	30,000
<b>Total Board of Canvassers</b>	<b>10,174</b>	<b>30,000</b>	<b>26,558</b>	<b>30,000</b>

<i>Personnel</i>				
Salaries-HR	71,400	73,544	38,186	61,500
Social Security-HR	4,188	4,560	2,725	3,813
Medicare-HR	979	1,066	637	892
Municipal State Pension-HR	10,296	10,929	5,674	8,327
TIAA-Cref - HR	714	735	382	615
Medical Insurance-HR	14,624	13,359	5,025	13,399
Dental Insurance-HR	800	692	202	726
Other professional services-HR	1,295		19,240	60,000
Education & training-HR	-	6,000	9,718	2,500
Recruitment	-	15,000	-	10,000
Employee Events/team building	-	6,000	-	4,000
Workers compensation-HR	86,370	100,000	104,120	90,000
Employee Relations/Events	2,186	3,000	1,000	3,000
Testing-HR	11,195	10,000	7,009	8,000
<b>Total Personnel</b>	<b>204,047</b>	<b>244,885</b>	<b>193,919</b>	<b>266,772</b>

<i>Legal</i>				
Salaries-Legal	50,687	54,000	39,462	-
Social Security-Legal	2,904	3,348	2,292	-
Medicare-Legal	679	783	536	-
Municipal State Pension-Legal	7,309	8,024	5,864	-
TIAA-Cref - Legal	507	540	395	-
Medical Insurance-Legal	14,624	13,359	9,491	-

Item	FY 22 Audited Actuals	FY23 Budget	FY 23 Actuals through March	FY 24 Budget
Dental Insurance-Legal	778	692	490	-
Legal contingencies	70,199	32,000	92,225	50,000
Nuisance Task Force	40,000	40,800	25,680	40,800
Education and Training - Legal	1,750	1,000	-	1,000
Other professional services-Legal	138,371	143,811	119,466	143,811
<b>Total Legal</b>	<b>327,808</b>	<b>298,357</b>	<b>295,900</b>	<b>235,611</b>

<i><b>Tax Assessor</b></i>				
Salaries-Tax Assessor	43,011	44,074	32,147	44,955
Longevity Pay-Tax Assessor	1,500	1,500	1,500	1,500
Social Security-Tax Assessor	2,525	2,826	1,940	2,880
Medicare-Tax Assessor	590	661	454	674
Municipal State Pension-Tax Assessor	6,392	6,772	4,991	6,290
TIAA-Cref - Tax Assessment	443	456	336	465
Medical Insurance-Tax Assessor	14,378	12,588	8,943	12,626
Dental Insurance-Tax Assessor	778	692	490	726
Dues/subscriptions-Tax Assessor	420		560	600
Other professional services-Tax Assessor	58,791	40,000	18,406	41,000
Technology Software & Advisory	-	17,000	9,822	14,500
Education & Training - Tax Assessor	715	500	230	1,000
Revaluation Services-Tax Assessor	129,700	6,000	11,449	5,700
<b>Total Tax Assessor</b>	<b>259,243</b>	<b>133,068</b>	<b>91,268</b>	<b>132,915</b>

<i><b>Finance</b></i>				
Salaries-Finance	374,795	412,316	295,388	420,591
Longevity Pay-Finance	4,500	4,500	2,000	3,000
Sick Incentive Pay	671	-	-	-
Social Security-Finance	22,894	25,843	18,052	26,263

Item	FY 22 Audited Actuals	FY23 Budget	FY 23 Actuals through March	FY 24 Budget
Medicare-Finance	5,354	6,044	4,222	6,142
Municipal State Pension-Finance	47,511	61,939	37,429	57,354
TIAA-Cref - Finance	3,295	4,168	2,519	4,236
Medical Insurance-Finance	40,707	40,690	22,845	35,943
Dental Insurance-Finance	1,320	1,604	1,562	3,142
Supplies - Finance	75	500	355	500
Postage	21,262	25,000	11,351	25,000
Non-Capital Equipment	-	500	-	500
Collection agency	-	-	-	5,000
Accounting/auditing	118,147	88,725	85,874	92,000
Other professional services-Finance	71,889	89,649	60,565	90,000
Technology Software & Advisory	7,232	-	-	23,000
Bank Fees	4,244	4,471	2,656	4,500
Education & training-Finance	-	4,000	347	5,500
<b>Total Finance</b>	<b>723,896</b>	<b>769,949</b>	<b>545,164</b>	<b>802,671</b>

<i>City Property</i>				
Office supplies	10,581	7,000	7,383	9,000
Other supplies	4,011	8,000	3,720	6,000
Janitorial Supplies	3,108	3,000	1,908	3,500
Dues/Subscriptions	2,136	8,000	-	8,000
Non-capital equipment	7,940	8,000	2,006	8,000
Advertising	16,658	14,000	17,993	14,000
IT Consulting services	72,255	75,900	44,536	85,000
R&M Contracts - City Buildings	180,202	170,000	141,549	160,000
General Liability Insurance	277,922	296,000	309,854	330,000
Misc. City Property	2,898	-	(1,422)	-
Heating Fuel-Other City Buildings	31,290	55,506	20,053	70,595

Item	FY 22 Audited Actuals	FY23 Budget	FY 23 Actuals through March	FY 24 Budget
Telephone Other City Buildings	58,091	50,000	50,349	70,000
Repairs/Maint.-Other City Buildings	33,656	30,000	18,383	83,166
Water/Sewer-Other City Buildings	209,899	194,239	171,909	255,512
Electric-Other City Buildings	223,806	141,796	107,304	145,869
Streetlights	24,915	25,200	19,010	26,460
<b>Total City Property</b>	<b>1,154,711</b>	<b>1,086,641</b>	<b>914,535</b>	<b>1,275,101</b>

<b><i>Parks, Recreation &amp; Community Service</i></b>				
Salaries	97,926	108,000	78,923	112,700
Temporary Employee Salaries	41,608	24,960	16,104	27,541
Street Beautification Workers	48,591	35,568	15,300	39,246
Social Security	11,732	10,449	8,213	10,834
Medicare	2,744	2,444	1,921	2,534
Municipal State Pension	15,333	16,049	14,023	15,260
TIAA-Cref - Parks/Recreation	1,063	1,080	944	1,127
Medical Insurance	6,008	5,488	3,899	5,505
Dental Insurance	256	228	162	239
Other supplies	12,265	5,000	3,644	5,000
General R & M	34,212	34,000	31,681	34,000
Other professional services [Parks] / Basketball Program	200		-	8,000
Public events & activities	32,758	30,000	23,860	50,150
Education/Training	175	1,000	-	1,000
Afterschool Programing	3,999		566	5,000
Participatory Budgeting	20,000	-	-	-
Elderly Program- Parks & Recreation	6,677	15,000	7,856	17,000
Miscellaneous Recreation - Summer Food Help	(1)	46,800	23,162	30,888
<b>Total Parks, Recreation</b>	<b>335,546</b>	<b>336,066</b>	<b>230,257</b>	<b>366,024</b>

Item	FY 22 Audited Actuals	FY23 Budget	FY 23 Actuals through March	FY 24 Budget
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<i>Planning</i>				
Salaries	165,602	233,972	166,215	261,792
Social Security	13,016	14,506	10,571	16,231
Medicare	3,044	3,393	2,472	3,796
Municipal State Pension	31,025	34,768	24,635	35,447
TIAA-Cref - Planning	2,151	2,340	1,658	2,618
Medical Insurance	29,394	26,718	16,731	24,408
Dental Insurance	1,512	1,384	784	1,204
Other Supplies - Planning	1,891	1,000	1,379	2,000
Other Professional Services [Planning]	13,340	10,000	5,652	10,000
Education/Training	-	5,000	-	5,000
Affordable Housing Fund	51,500		-	-
<b>Total Planning</b>	<b>317,685</b>	<b>333,080</b>	<b>230,098</b>	<b>362,496</b>

<i>Police</i>				
Salaries	2,384,757	2,607,658	1,684,283.05	2,553,037
Police trainee wages	7,100	42,240	72,670	90,800
Overtime	273,213	170,000	296,876	250,000
Community Policing	10,851	7,500	7,029	12,000
Special Investigations Overtime	30,450	12,000	20,091	20,000
K-9 Expenses & Overtime	8,637	8,000	6,683	8,500
Holiday pay	149,899	162,979	152,317	175,837
Longevity pay	93,500	108,500	62,500	106,000
Sick Incentive Pay	4,407	5,000	4,162	5,443
Police Education Stipend	14,000	17,000	12,500	11,500
Clothing/tool allowances	44,195	45,000	9,401	56,000
Police Medicare	49,158	44,107	38,011	43,228
TIAA-Cref - Police	15,095	19,498	10,199	22,433

Item	FY 22 Audited Actuals	FY23 Budget	FY 23 Actuals through March	FY 24 Budget
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Police Medical Insurance	360,070	325,639	219,774	315,879
Police Dental Insurance	19,851	19,357	11,932	18,590
Office supplies	3,111	4,000	2,821	4,000
Other supplies	6,016	5,000	2,559	5,000
Vehicle fuel	100,142	108,448	58,234	99,670
Dues/Subscriptions	565	600	675	900
Detective supplies	2,870	4,000	2,809	4,500
Non-capital equipment	8,030	9,400	7,058	10,000
General R & M	13,632	15,000	5,631	15,000
Vehicle R & M	57,840	24,000	45,428	50,000
Other professional services [Police]	47,051	65,000	49,117	59,188
Technology Software & Advisory	61,119	43,000	34,777	86,000
Education & training	16,922	20,000	20,020	25,000
Finger printing	390	2,300	380	2,300
College tuitions	68,515	60,000	24,631	45,000
Officer Wellness Program	-	5,000	2,000	-
Capital Expenditures	36,965	-	9,795	166,000
Salaries (Animal control)	41,174	41,995	30,688	42,834
Overtime (Animal control)	1,503	1,000	734	1,000
Animal Control Longevity Pay	2,000	2,000	2,000	2,000
Clothing/tool allowance (Animal control)	350	350	-	350
Social Security (Animal control)	2,709	2,689	2,049	2,831
Medicare (Animal control)	634	650	479	662
Municipal State Pension (Animal control)	6,226	6,538	4,858	6,071
TIAA-Cref - Animal Control	432	440	327	448
Medical Insurance (Animal control)	5,907	6,037	3,674	6,056
Dental Insurance (Animal control)	256	228	162	239

Item	FY 22 Audited Actuals	FY23 Budget	FY 23 Actuals through March	FY 24 Budget
Boarding of animals (Animal control)	291	560	278	7,000
Clerk & IT Salaries	92,251	95,455	69,386	97,364
Clerk & IT Overtime	1,908	1,000	670	1,000
Clerk & IT Longevity Pay	5,000	5,000	2,000	5,500
Clothing/tool allowances civilian	350	350	-	350
Clerk & IT Social Security	6,385	3,214	4,177	6,378
Clerk & IT Medicare	1,341	1,513	977	1,492
Municipal State Pension (Civilian Staff)	14,023	15,366	10,608	13,928
TIAA-Cref - Civilian	469	521	361	1,029
Clerk & IT Medical Insurance	28,756	25,176	17,887	25,251
Clerk & IT Dental Insurance	1,555	1,384	864	1,451
<b>Total Police Department</b>	<b>4,128,358</b>	<b>4,175,954</b>	<b>3,031,346</b>	<b>4,485,039</b>

<i>Judiciary</i>				
Salaries	47,328	48,266	35,272	49,232
Overtime	104	2,000	-	2,000
Longevity Pay	3,000	3,000	3,000	3,000
Social Security	2,892	3,179	2,227	3,238
Medicare	676	743	521	757
Municipal State Pension	7,257	7,618	5,687	7,072
TIAA-Cref - Municipal Court	629	513	478	522
Medical Insurance	14,378	12,588	8,943	12,626
Dental Insurance	778	692	490	726
Office supplies	756	500	-	500
Probate Court Judge	12,000	12,000	9,000	12,000
Other Professional Services - Municipal Court	9,075	10,000	6,000	10,000
Housing Court Judge	12,000	12,000	9,000	12,000

Item	FY 22 Audited Actuals	FY23 Budget	FY 23 Actuals through March	FY 24 Budget
Municipal Court Judge	14,000	14,000	10,500	14,000
Court Interpreter				12,000
<b>Total Judiciary</b>	<b>124,873</b>	<b>127,099</b>	<b>91,118</b>	<b>139,673</b>

<i>Fire</i>					
Salaries-Fire	2,367,341	2,546,126	1,740,924	2,680,032	
Trainee Wages-Fire	28,000	54,900	35,238	54,428	
Stipend	-	17,940	5,310	28,600	
Detail Overtime			3,905	5,000	
Overtime-Fire	341,690	200,000	225,179	200,000	
Holiday pay-Fire	143,698	156,794	149,999	171,164	
Longevity pay-Fire	74,500	75,000	52,500	70,500	
Out of rank pay	20,870	20,000	12,657	20,000	
Mechanic pay	7,320		5,320	-	
Rescue- Fire	34,139	15,000	28,075	-	
Sick incentive pay -Fire	4,345	6,000	1,374	6,000	
Clothing/tool allowance-Fire	38,000	42,000	-	43,000	
Social Security-Fire	3,941	4,000	3,196	2,690	
Medicare-Fire	43,431	44,510	32,194	44,252	
Municipal State Pension-Fire Clerk	5,629	6,582	4,445	3,754	
TIAA-Cref - Fire Clerk	9,151	7,500	13,257	28,919	
Medical Insurance-Fire	453,984	435,305	261,561	355,861	
Dental Insurance-Fire	21,334	20,733	12,082	17,385	
Other supplies-Fire	26,652	5,000	3,677	8,000	
Supplies - EMS only	-	20,000	20,571	30,000	
Vehicle fuel-Fire	37,802	32,000	40,918	66,553	
Dues/subscriptions-Fire	3,620	2,000	1,213	2,000	
Non-capital equipment-Fire	14,398	6,000	1,556	6,000	

Item	FY 22 Audited Actuals	FY23 Budget	FY 23 Actuals through March	FY 24 Budget
Fire Fighter Equipment	68,407	20,000	11,647	50,000
General R & M-Fire	12,468	17,000	8,578	17,000
Vehicle R & M-Fire	34,846	45,000	49,564	70,000
Other professional services-Fire	31,701	28,000	32,425	30,000
Education & training-Fire	19,054	20,000	10,872	20,000
College tuitions-Fire	-	6,000	11,250	10,000
Capital Expenditures-Fire	70,005	-	-	73,000
<b>Total Fire Department</b>	<b>3,916,326</b>	<b>3,853,390</b>	<b>2,779,487</b>	<b>4,114,139</b>

<b>Dispatch and Emergency Management</b>				
Dispatcher Salaries - Police	222,172	274,241	172,317	279,726
Dispatcher Overtime - Police	50,632	30,000	56,600	50,000
Dispatcher Holiday Pay - Police	13,219	17,140	13,758	17,483
Dispatcher Longevity Pay - Police	4,500	6,500	2,500	6,500
Dispatcher Sick Incentive Pay - Police	1,038	1,064	530	554
Dispatcher clothing/tool allowances - Police	1,750	2,100	-	2,100
Dispatcher Social Security - Police	17,120	18,665	14,117	18,994
Dispatcher Medicare - Police	4,004	4,365	3,445	4,442
Dispatcher Municipal State Pension - Police	34,459	42,954	28,022	41,122
Dispatcher TIAA-Cref - Police	2,390	2,979	1,886	3,037
Dispatcher & Clerk Medical Insurance - Police	31,405	40,690	17,425	40,812
Dispatcher & Clerk Dental Insurance - Police	1,524	2,068	900	2,169
Public Safety Dispatcher Shared Equip R&M - Police	2480	1,000	40	1,000
Dispatcher Salaries-Fire PT	150,516	143,922	117,436	143,424
Dispatcher Social Security- Fire PT	8,314	8,923	6,621	8,398
Dispatchers Medicare-Fire PT	1,945	2,087	1,548	1,964
EMA service	25,000	25,000	-	25,000
<b>Total Dispatch and Emergency Management</b>	<b>572,468</b>	<b>623,699</b>	<b>437,144</b>	<b>646,726</b>

Item	FY 22 Audited Actuals	FY23 Budget	FY 23 Actuals through March	FY 24 Budget
<b><i>Public Works and Code Enforcement</i></b>				
Salaries-DPW/Code	601,303	624,365	478,727	677,823
Overtime-DPW/Code	39,708	45,000	27,245	45,000
Longevity pay-DPW/Code	19,750	16,000	14,500	19,500
Sick Incentive Pay-DPW/Code	-	-	598	-
Clothing/tool allowance- DPW/Code	2,800	2,800	-	2,800
Social Security-DPW/Code	41,898	39,876	31,303	43,408
Medicare-DPW/Code	9,799	9,326	7,321	10,152
Municipal State Pension-DPW/Code	92,195	95,158	71,436	90,913
TIAA-Cref - DPW/Code	6,078	6,404	4,798	6,714
Medical Insurance-DPW/Code	105,998	99,229	61,103	97,592
Dental Insurance-DPW/Code	5,696	5,299	3,623	6,037
Other supplies-DPW/Code	14,248	15,000	21,305	15,000
Vehicle Fuel-DPW/Code	28,528	30,000	15,905	29,750
Non-capital equipment-DPW/Code	2,408	3,000	-	3,000
Winter road supplies-DPW/Code	19,251	20,000	9,349	20,000
General R & M-DPW/Code	29,501	1,000	14,538	20,000
Vehicle R & M-DPW/Code	75,067	55,000	66,482	65,000
Other Professional Services-DPW/Code	18,244	18,000	9,679	18,000
Road R & M-DPW/Code	42,252	30,000	20,509	30,000
Education & training-DPW/Code	4,505	4,000	2,779	5,000
Traffic Signal R & M-DPW/Code	1,459	6,000	-	6,000
Capital Expenditures-DPW/Code	-	-	-	130,000
Plumbing Inspector	5,200	5,200	2,600	5,200
Electrical Inspector	5,200	5,200	2,600	5,200
<b>Total Public Works and Code Enforcement</b>	<b>1,171,177</b>	<b>1,135,857</b>	<b>866,400</b>	<b>1,352,089</b>

Item		FY 22 Audited Actuals	FY23 Budget	FY 23 Actuals through March	FY 24 Budget
<b><i>Public Works</i></b>					
	Solid waste removal/disposal	301,138	294,000	250,909	318,337
	Trash Removal/Recycling	717,111	738,203	457,786	795,864
<b>Total Public Works</b>		<b>1,018,249</b>	<b>1,032,203</b>	<b>708,695</b>	<b>1,114,201</b>
<b><i>Office of Constituents Services and Health</i></b>					
	Salaries/ wages- Office of Health	50,898	52,531	38,388	57,400
	Social Security- Office of Health	2,917	3,257	2,225	3,559
	Medicare- Office of Health	682	762	520	832
	Municipal State Pension- Office of Health	7,339	7,806	5,705	7,772
	TIAA-CREF- Office of Health	509	525	384	574
	Medical Insurance- Office of Health	14,624	13,359	9,491	13,399
	Dental Insurance- Office of Health	778	692	490	726
	Other Supplies	1,327	2,500	54	10,000
	Other Professional Services- Office of Health	21,871	9,996	4,582	20,200
	Education & training-Office of Health				2,000
<b>Total Office of Constituent Services and Health</b>		<b>100,945</b>	<b>91,428</b>	<b>61,839</b>	<b>116,462</b>
<b><i>Library</i></b>					
	City Contribution	119,193	118,825	118,825	118,825
	State Library Grant-In-Aid	31,902	31,902	-	36,917
<b>Total Library</b>		<b>151,095</b>	<b>150,727</b>	<b>118,825</b>	<b>155,742</b>
<b><i>City Debt Service</i></b>					
	Bond principal	805,000	836,000	853,376	862,000
	Bond interest	199,862	171,564	171,401	144,855
	Other debt fees	7,018	6,690	6,690	6,358
<b>Total City Debt Service</b>		<b>1,011,879</b>	<b>1,014,254</b>	<b>1,031,467</b>	<b>1,013,213</b>

Item	FY 22 Audited Actuals	FY23 Budget	FY 23 Actuals through March	FY 24 Budget
<b><i>Other City Government</i></b>				
Compensated absences	88,218	27,853	88,086	30,000
Unemployment compensation	14,155	15,000	-	15,000
HRA - Health Reimbursement	103,041	110,000	90,813	110,000
Group Life Insurance	14,634	11,000	11,375	15,000
OPEB	60,000	60,000	-	75,000
Medical insurance - Retirees	131,341	126,985	61,174	100,000
Pension MERS Police & Fire	2,680,543	2,763,934	1,942,637	2,539,949
Claims/ Settlement Not Paid	77,323	-	-	-
Reserve - Other City Gov	-	-	-	50,000
Stale Dated Checks	-	-	170	-
School Department - City Share (3-4%)	69,931	100,000	157,214	100,000
FEMA Expenses	20,851	-	19,175	-
<b>Total Other City Government</b>	<b>2,917,114</b>	<b>3,214,772</b>	<b>2,370,644</b>	<b>3,034,949</b>
<b>Total General Fund Appropriations</b>	<b>19,563,523</b>	<b>19,412,500</b>	<b>14,602,963</b>	<b>20,449,903</b>

Introduction: May 8,2023

First Reading/First Passage: June 5,2023

Second Reading/Second Passage: June 12,2023

**X**

\_\_\_\_\_  
 Maria Rivera  
 Mayor

**X**

\_\_\_\_\_  
 Alberto DeBurgo  
 City Clerk



## An Ordinance Pertaining to the Salaries of Department Heads & Others in Unclassified Service

**SECTION ONE:** The following officers and others in unclassified positions shall receive the following amount for their respective annual salaries. These individuals and positions in the unclassified service are not part of the personnel system pursuant to section 7-101 of the Home Rule Charter of the City of Central Falls. Such salaries, as set forth below, shall be paid by the Director of Finance in the manner and within the restrictions provided for paying the current expenses of the City.

Department	Position	FY 23	FY 24
Executive MGT	Mayor	80,237	82,335
Executive MGT	Chief of Staff	69,254	70,985
Executive MGT	Executive Administrative Assistant	43,000	44,075
City Clerk	City Clerk	72,547	82,000
City Clerk	Assistant City Clerk	61,128	64,675
Personnel	Deputy Director of Human Resources	54,000	61,500
Finance	Director of Finance	98,349	100,807
Finance	Deputy Director of Finance	79,585	81,575
Finance	Grant Writer/ Fund Developer (Part time Position)	52,000	53,300
Finance	Junior Accountant	39,399	40,384
Parks and Recreation	Director of Parks and Recreation	63,000	64,575
Parks and Recreation	Coordinator of Parks, Recreation/Community Service	45,000	48,125
Parks and Recreation	Parks and Recreation Workers (Part-Time Positions)	Up to \$12,480 ea	Up to \$12,792 ea
Parks and Recreation	Street Beautification Workers (Part-Time Position)	Up to \$17,784 ea	Up to \$18,229 ea
Planning	Community Dev MGR	48,706	49,924
Planning	Deputy Director, Planning/Economic Development	68,973	70,698
Planning	Principal Planner	48,727	49,946
Planning	Director, Planning/Economic Development	67,565	91,225
Police	Chief of Police	92,076	94,378
Fire	Fire Chief	87,694	94,286
Fire	Fire Department Dispatchers (Part Time Positions)	Up to \$8,466 ea	Up to \$8,964 ea
DPW/Code	Director, DPW/Code Enforcement	82,894	84,966
DPW/Code	Deputy Director, DPW/Code Enforcement	52,993	54,317
DPW/Code	Building Inspector (2 Part-Time Positions)	24,287	37,976
Health	Director of Constituent Services and Health	52,531	57,400

Department	Position	Number	FY 23	FY 24
City Council	Council Members @ \$5,880 ea	7	41,160	41,160
Boards	Personnel Board @ \$500 ea	3	675	1,500
Boards	Purchasing Board @ \$500 ea alternate at \$225	4	675	1,750
Boards	Appeals Board @ \$500 ea alternate at \$225	4	900	1,750
Boards	Planning Board @ \$500 ea alternate at \$225	7	1,125	3,000
Boards	Zoning Board @ \$500 ea alternate at \$225	7	1,750	3,000
Boards	Board of Canvassers @ \$700 ea	3	2,100	2,100
Boards	Housing Authority Board @ \$500 ea	5	2,500	2,500

**Introduction: May 8,2023**

**First Reading/First Passage: June 5,2023**

**Second Reading/Second Passage: June 12,2023**

**X**

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Maria Rivera  
Mayor

**X**

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Alberto DeBurgo  
City Clerk



## An Ordinance Amending the Wage Schedule Generally

**Section 1.** Salaries and other monetary consideration for members of the City’s Police Department for the twelve (12) month period beginning July 1, 2023, and ending June 30, 2024, shall be as follows:

Police Department- Weekly Salary	
Patrolman - Grade II	\$902.16
Patrolman - Grade I	\$1,186.29
Detective	\$1,269.34
Sergeant	\$1,358.19
Lieutenant	\$1,453.27
Captain	\$1,525.92
Major	\$1,602.22

**Section 2.** Salaries and other monetary consideration for members of the City’s Fire Department for the twelve (12) month period beginning July 1, 2023, and ending June 30, 2024, shall be as follows:

Fire Department - Weekly Salary	
Emergency Coordinator Assistant	\$759.42
Private (Probationary-1 Year)	\$996.43
Private (2nd Class-1 Year)	\$1,020.55
Private (1st Class)	\$1,151.11
Lieutenant	\$1,231.70
Captain	\$1,317.91
Battalion Chief	\$1,410.19
Deputy Chief	\$1,508.94

**Section 3.** The positions of Mechanic and Superintendent of Fire Alarms in the Fire Department shall each be paid an additional \$40.00 per week. The Assistant Fire Alarm Superintendent shall receive an additional \$20.00 per week. The position of Rescue Coordinator, who must have the minimum requirement of EMTA, shall be paid an additional \$40.00 per week.

**Section 4.** Salaries and other monetary consideration for members of the RI Council 94 in the divisions of Public Works, City Hall, Police Dispatchers, Animal Control/Parking Monitor, Police Computer IT Administrator for the twelve (12) month period beginning July 1, 2023, and ending June 30, 2024, shall be as follows:

<b>Public Works - Weekly Salary</b>	
Laborer	\$1,016.71
Foreman	\$1,092.42
Mechanic	\$1,057.26

<b>Animal Control/ Parking Monitor- Weekly Salary</b>	
Step 1	\$794.75
Step 2 (12 Mos)	\$823.74

<b>City Hall/Police Clerks - Weekly Salary</b>	
<b>Payroll Clerk</b>	
Step 1	\$985.33
Step 2 (6 Mos)	\$1,106.62

<b>Dispatcher- Police- Weekly Salary</b>	
Step 1	\$795.24
Step 2 (12 Mos)	\$879.71
Step 3 (24 Mos)	\$918.36
Step 4 (36 Mos)	\$941.56

<b>All Other Clerks</b>	
Step 1	\$808.19
Step 2 (6 Mos)	\$819.18
Step 3 (18 Mos)	\$830.34
Step 4 (30 Mos)	\$842.37
Step 5 (42 Mos)	\$853.39
Step 6 (54 Mos)	\$864.52
Step 7 (180 Mos)	\$924.94
Step 8 (204 Mos)	\$946.76

<b>Police IT Administrator- Weekly Salary</b>	
Step 1	\$847.01
Step 2 (12 Mos)	\$872.50
Step 3 (24 Mos)	\$898.68
Step 4 (36 Mos)	\$925.63

**Section 5.** The provisions of this Ordinance shall take effect upon passage and any ordinance or parts of ordinances inconsistent herewith are hereby repealed.

**Introduction: May 8,2023**

**First Reading/First Passage: June 5,2023**

**Second Reading/Second Passage: June 12,2023**

**X**

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Maria Rivera  
Mayor

**X**

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Alberto DeBurgo  
City Clerk



**The Annual Capital Program and Capital Budget Ordinance**

Capital Budget July 1, 2023, to June 30, 2024

**Section 1. FY24 ANNUAL CAPITAL BUDGET -FY23 – FY24**

<b>Department/Project</b>	<b>FY23</b>	<b>FY24</b>
<b>Departments</b>		
DPW	\$0	\$0
Fire	\$0	\$10,000
Police	\$0	\$0
City Clerk	\$0	\$0
Parks & Rec	\$0	\$0
Nuisance Task Force	\$0	\$0
<b>Total Departments</b>	<b>\$0</b>	<b>\$10,000</b>
<b>Vehicles in FY24</b>	<b>\$0</b>	<b>\$0</b>
DPW	\$0	\$130,000
Fire	\$0	\$63,000
Police	\$0	\$166,000
<b>Total Vehicles</b>	<b>\$0</b>	<b>\$359,000</b>
<b>Buildings in FY24</b>		
Police, 150 Illinois	\$0	\$0
Fire, 160 Illinois	\$0	\$0
DPW, 1280 High	\$0	\$0
City Hall, 580 Broad	\$0	\$0
<b>Total Buildings</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$0</b>	<b>\$369,000</b>

**Section 2.** The provisions of this Ordinance shall take effect upon passage of any ordinance or part of ordinances inconsistent herewith are hereby repealed.

Introduction: May 8,2023  
 First Reading/First Passage: June 5,2023  
 Second Reading/Second Passage: June 12,2023

**X**

\_\_\_\_\_  
 Maria Rivera  
 Mayor

**X**

\_\_\_\_\_  
 Alberto DeBurgo  
 City Clerk



# ORDINANCE

## AMENDING THE FEE SCHEDULE ORDINANCE

Introduced by Council President Robert Ferri (by request)

Be it ordained that the City of Central Falls hereby amends Chapter 1 “GENERAL PROVISIONS” as follows:

**Section ONE:** Chapter 1 “GENERAL PROVISIONS,” of the Central Falls Code of Ordinances is hereby amended as follows:

**Sec. 1-13. Fee schedule.**

Office of the City Clerk

Fee or License	Amount
Abutters list	\$ <del>4</del> 200.00
Amusement	\$1250.00
Auto repair permit	\$ <del>45</del> 200.00
Class D bakery	\$ <del>45</del> 200.00
Bowling	\$100.00
Caterer	\$100.00
Class A liquor	\$1,0500.00
Class A restaurant	\$ <del>45</del> 200.00
Class B liquor	\$ <del>1,75</del> 2,000.00
Class B LTD liquor	\$1,7500.00
Class C variety	\$ <del>45</del> 200.00
Class D liquor	\$ <del>60</del> 750.00
Constable	\$235.00
Employment agency	\$125.00
Entertainment	\$10.00/per diem, \$80.00/year
Game room	\$1,500.00
Gun dealer	\$100.00
Holiday sales	\$75.00
Itinerant/traveling restaurant	\$100.00
Jiu-jitsu and karate	\$25.00
Junkyard	\$100.00
Late license renewal	\$570.00
Late liquor renewal	\$5600.00
Laundry	\$ <del>4</del> 20.00
Liquor advertisement (new)	\$6700.00
Liquor advertisement (renewal)	\$1050.00
New application fee	\$25.00
One day peddler/hawker	\$10.00

Pawnshop	\$15200.00
Peddler/hawker	\$570.00
Peddler/hawker badge	\$25.00
Personal service	\$125.00
Pigeon	\$25.00
Pool	\$1050.00/table
Private detective	\$15200.00
Second hand	\$15200.00
Second hand advertisement	\$28320.00
Solicitors	\$50.00
Special event (F and F1)	\$500.00
Tobacco	\$100.00
Trade name certificates	\$10.00
Transfer of alcohol beverage	\$35400.00
Yard sale	\$10.00

Department of Planning and Economic Development

Fee or License	Amount
Zoning application	\$50.00 + cost of advertising and postage
Administrative subdivision or merger	\$50.00
Minor subdivision or land development	\$100.00
Major subdivision or land development	\$200.00 + cost of advertising and postage
Purchase zoning ordinance	\$25.00
Purchase subdivision regulations	\$25.00
Purchase comprehensive plan	\$25.00

Department of Parks, Recreation and Community Service

Fee or License	Amount
Park permit	\$30.00/hour

**Section TWO:** This ordinance shall be effective upon passage.

**Introduction: May 8,2023**

**First Reading/First Passage: June 5,2023**

**Second Reading/Second Passage: June 12,2023**

X

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Maria Rivera  
Mayor

X

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Alberto DeBurgo  
City Clerk



## ORDINANCE

### CREATING THE BUSINESS TANGIBLE PROPERTY EXEMPTION

Introduced by Council President Robert Ferri (by request)

Be it ordained that the City of Central Falls hereby amends Article III, "Property Tax Exemptions," Chapter 34, "Taxation" by creating Sec. 34-48 as follows:

**Section ONE:** Article III, "Property Tax Exemptions," Chapter 34, "Taxation" is hereby amended by creating Sec. 34-48 as follows:

#### **Sec. 34-48. Business Tangible Property Exemption**

(a) *Purpose.* The purpose of this section is to provide relief for businesses, including small businesses, and to promote economic development, by providing a tangible property tax assessment exemption to businesses up to and including twenty thousand dollars (\$20,000) pursuant to R.I. Gen. Laws § 44-3-3(c).

(b) *Eligibility.* Any business applying for this tangible tax exemption shall be deemed eligible upon complying with the following:

- (1) Complete and submit the tangible tax declaration form to the tax assessor annually. Any business not submitting a tangible tax declaration form will not be eligible for this exemption.
- (2) Declare taxable property to the assessor between December 31 and January 31. If the taxpayer is unable to make such a declaration within the prescribed time, they may submit written notice, prior to January 31, of intention to submit declaration by March 15. Failure to file a true and full account within the prescribed time eliminates the right to appeal and eliminates the eligibility for this exemption.
- (3) In his or her discretion, the assessor, upon a finding of good cause, may waive the requirements of sub-sections (1) and (2).

(c) *Exemption.* Any business that timely and correctly files a complete tangible tax declaration form and in conformity with R.I. Gen. Laws § 44-5-12.1 shall be provided with a tangible property tax assessment exemption up to and including twenty thousand dollars (\$20,000).

(d) *Penalties.* If a business is found to have incorrectly or falsely filed a tangible tax declaration, the assessor and finance director may seek penalties including, but not limited to, claw back and revocation of the exemption, up to a \$500 fine for violation of this ordinance and/or criminal referral to the appropriate law enforcement agency.

**Section TWO:** This ordinance shall be effective upon passage.

**Introduction: May 8,2023**

**First Reading/First Passage: June 5,2023**

**Second Reading/Second Passage: June 12,2023**

X

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Maria Rivera  
Mayor

X

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Alberto DeBurgo  
City Clerk

# Proposed Budget Fiscal Year 2023-2024



## Departmental Goals & Objectives



**Office of the City Clerk  
FY 2024 Budget  
Alberto DeBurgo, City Clerk**

**Department Description:**

The Office of the City Clerk is the hub of information and activity for the City of Central Falls. Due to its easily accessible location and the variety of services it provides to the community, the office sees a high volume of visitors and transactions. Responsibilities and essential functions of the City Clerk include:

- Recorder of deeds and all land records
- registrar of vital records: birth, marriage, death certificates, marriages licenses
- clerk of the City Council
- property management: fiscal management of property expenses, coordination of major projects involving city owned buildings; point of contact with RI Interlocal Trust on issues related to real property and vehicles.
- Licensing: business licensing, special permits; dog, fishing, and hunting licenses
- Purchasing: procurement, policies and regulations, clerk of the purchasing board
- Board of Canvassers
- Probate Court: guardianship and estate administration and
- Other: notary, genealogy

**Department Staff:**

- City Clerk, 1.0 employee
- Deputy City Clerk, 1.0 employee
- Clerk (2), 1.0 employee

**Goals and Objectives for FY 2024:**

- Strengthen security measures for city hall and potential parks.
- Complete transfer of City Clerk records to electronic storage.
- Support and guide the Board of Canvassers in the development, revision and documentation of election processes and board by-laws.
- Increase the availability of land records online.
- Continue coordination of IT services.
- Provide an updated audiovisual system to the Council Chambers for Council meetings.
- Update Office technology for supporting staff.
- Enhancement and beautification of City Hall & other buildings.
- Coordinate with the fire and police departments to provide policies for fire drills and active shooter drills.
- Plan with fire department to conduct 3 fire drills a year.
- Work with the Human Resource Director to create and implement safety policies for

employees in City Buildings.

- Repair the back door for increased security.
- Partner with Department of Homeland Security to conduct cybersecurity assessment of all municipal departments.
- Work with Apex to continue to monitor cybersecurity programs for City Hall.
- Work with the Human Resources Department and Mayor's Office to ensure all staff are trained in potential cyber threats.
- Conduct 2023 Special Election- 1<sup>st</sup> Congressional District Seat
- Add security cameras to outside of City Hall building for added security.
- Work with Kofile to preserve records in Clerks Office vault.
- Repair existing shelves.

### **Evaluation of FY 2023 Goals and Objectives:**

- Have all our services and payments online. - *Ongoing*
- Strengthen security measures for city hall and potential parks. -*Ongoing*
- Complete transfer of City Clerk records to electronic storage. -*Ongoing*
- Support and guide the Board of Canvassers in the development, revision and documentation of election processes and board by-laws. *Ongoing*
- Increase the availability of land records online. - *Ongoing*
- Collaborate with Human Resources on revision and creation of policies and training. -*ongoing*
- Continue coordination of IT services. -*Achieved & ongoing*
- Focus efforts on improving our services to Council and Community through technology. -  
*Achieved & Ongoing*
- Provide an updated audiovisual system to the Council Chambers for Council meetings. -  
*Achieved*
- Enhance volunteerism and engage citizens by having more effective recruiting for Boards and Commission vacancies. -*Achieved*
- Update Office technology for supporting staff. -*Achieved & ongoing*
- Enhancement and beautification of City Hall & other buildings. -*Ongoing*
- Credit card payment system. -*Achieved but placed on hold*
- Finalizing the modernization of programs in City Clerk Office and in other departments, through the creation of electronic databases and data tracking-*Achieved & ongoing*
- Strengthen security measures for city hall-*Achieved & ongoing*
- Complete transfer of City Clerk records to electronic storage-*In Process*
- Continue collaboration with Planning Department in implementation of green initiatives: building efficiencies, renewal energy-*Achieved & ongoing*
- Collaborate with Finance department to improve vendor record system and sharing of vendor information-*Ongoing*
- Complete comprehensive review and implementation, in collaboration with the City Solicitor and the Department of Planning and Economic Development, of changes to Code of Ordinance related to business licensing-*Ongoing*

## **Department Job Descriptions:**

### **City Clerk**

The city clerk is the ex officio, the recorder of deeds, registrar of vital records, clerk of the council, and purchasing agent. The city clerk maintains an official electronic tape-recorded copy and a video copy as well as written minutes of all City Council and Liquor Board public meetings for public review. The city clerk issues all licenses, and permits, as required by state law or city ordinance. The clerk serves as purchasing agent and is the ex officio nonvoting member of the purchasing board. The City Clerk manages the Board of Canvassers and conducts elections.

### **Deputy City Clerk**

The mayor shall designate one employee in the department of records to be the deputy city clerk. Such deputy shall have and exercise all the powers and perform all the duties which are incumbent on the City Clerk, being thereunto qualified by taking the oath of office and shall also manage the Board of Canvassers.



**Department of Public Works & Code Enforcement**  
**FY 2024 Budget**  
**Jean Barros, Director**

**Department Description:**

**Public Works:** The department of public work has as its primary responsibility the maintenance, expansion, and repair of the City's physical infrastructure. The Department is led By the Director of Public Works, who has the responsibility of leading and supervising all matters related to the planning, surveying, construction, and reconstructing, altering, paving, repairing, maintenance and inspecting of highways, sidewalks, curbs, storm, sewer lines and drains. The Department is responsible for the maintenance of all property, material, apparatus, and equipment under its control. It oversees the maintenance of all parks and maintains recreational fields and playgrounds in collaboration with the department of recreation. The department furnishes engineering advice to the mayor, to the council and to all officers, departments, boards, and commissions concerning any matter under its purview. Also, the department prepares, keeps, and maintains proper maps and records pertaining to the location of all streets, sewers, curbing, and similar matters. Finally, the department of public works installs and maintains street crossings, parking, and traffic signage in collaboration with the chief of police.

**Code Enforcement:** The Division of Code Enforcement enforces the state building code, the city's zoning ordinance, the city's trash and recycling ordinances, the ordinance for minimum housing standards as well as the property maintenance code. The department is the permitting authority of the city, permit, reviews blueprints, reviews zoning and legal use matters, issues Certificates of Occupancy for businesses and residences and issues fines for non-compliance. The staff at Code Enforcement division also manage requests for service for the Department of Public Works. Including telephone calls, trash matters, schedules appointments for the removal large trash items and processes water and sewer connection applications, as well as road opening permits. The department has one full-time Council 94 employee and three part-time employees. (One part-time Environmental Inspector, one part-time Housing Inspector and one part-time Building Official). It manages more than 2,000 complaints, phone calls and letters in a month. Code enforcement also retains the services of (1) Electrical inspector and (1) Plumbing/Mechanical inspector to inspect permitted work.

**Number of Employees:** 14 (11 FT and 3 PT) Total for both Departments, including Directors

- 1 Director
- 1 Deputy Director

**Public Works:**

- 1 Foreman
- 7 Laborers

**Code Enforcement:**

- 1 FT Clerk
- 1 PT Bldg. Official
- 1 PT Environmental Inspector

- 1 PT Housing Inspector

#### **Evaluation of FY 2023 Goals & Objectives:**

- Work with the Department of Parks, Recreation and Community Services to get at least 5 youth interns throughout the year.
- Ensure that DPW/Code are represented at 100% of remaining Trust Safety Committee Meetings
- Increasing the recycling rate,
- Maintain aesthetics of the city by encouraging residents and businesses to adopt at least one street or park.
- Improve the quality of the City's Housing stock by enforcing all laws, ordinances and regulations Violations sent to Housing Court including lead housing violations.
- Work with planning to support implementation of traffic calming measures.
- Continue to explore new training opportunities through the Trust and other organizations.
- Implement new training in our day-to-day operations.
- Use the Nuisance Task Force as a tool to highlight problem properties in the city.
- Contribute to informational efforts residents regarding snow removal, trash/recycling, yard waste and disposal of common items.
- Develop and support a qualified, healthy diverse workforce to succeed by planning future training and skills development.
- Create and implement plan for the enforcement of updated snow removal ordinances.

#### **Goals & Objectives for FY 2024:**

- Utilize Nuisance Task Force to concentrate enforcement on problem properties.
- Increase the quality of the city's housing stock utilizing stricter enforcement approaches and housing court compliance efforts.
- Increase compliance with "The Rhode Island Lead Hazard Mitigation Act" Increase the Lead safe housing units throughout the city to increase healthier housing stock.
- Reduce the number of vacant and abandoned structures in the city.
- Develop "File digitization" and technology improvement plan, (5-10 years).
- Develop Recycling education strategy for residents and new homeowners.
- Increase recycling rates, (residential), reduce number of rejected loads at landfill.
- Maintain city's aesthetic appeal, by encouraging resident and business participation in beautifying public spaces.
- Develop a capital fleet maintenance and replacement plan, (5-10 years).
- Collaboration with planning department to update infrastructure improvement plan.
- Develop a yearly staff, training, and education plan.

## **Job Descriptions:**

### **Director of Public Works and Code Enforcement**

The Director is responsible for all highways, roads, and infrastructure in the city. An employee in this classification is responsible for establishing work methods and procedures, setting performance standards, and evaluating the work of all the employees in the department. In addition to overseeing all relevant staff, contractors and vendors, the Director is responsible for maintaining the department's budget, including the requisitioning of items to be purchased and repairs to all vehicles.

In addition, the Director enforces the state building code, the city's zoning ordinance and the ordinance providing for minimum housing standards for housing and such other matters as may be appropriately assigned. The Director of code enforcement also performs all duties prescribed to fence viewers by state law. The Director collects all building permit fees and transfers them to the office of the finance director.

The Director has the charge, care and management of the personnel and equipment engaged in the administration of the program for collection of garbage and recycling in the city. The Director has the power to perform inspections, issue citations and prosecute violations. In said capacity, the Director collaborates with the Law Department on prosecuting housing and environmental violations.

### **Deputy Director of Public Works and Code Enforcement**

- The Assistant Director of Public Works and Code Enforcement is responsible for assisting the director with the day-to-day operations.
- Performs such duties as needed to maintain and operate DPW and Code Enforcement in compliance with local, state, and federal requirements and standards, ordinances, procedures, laws, and regulations.
- Assumes management responsibility for all DPW and Code Enforcement services and activities in the absence of the Director.
- The Assistant Director conducts complaint investigations, including field inspections, returns follow-up phone calls, and issues letters of violation to more than 1500 calls per month.
- Gathers evidence for written reports and coordinates with other field staff for follow up inspections to ensure compliance with violations.
- Inspects and investigates properties and buildings to make sure they follow the Property Maintenance Code.
- Determines the nature of environmental and health hazards, including accumulation on property, garbage and debris, nuisance violations and unsafe building conditions.
- Prepares letters to individuals, when necessary, regarding pending legal actions, remedies, and potential citations.
- Assists the public with code compliance questions, application forms, and general understanding of requirements.
- Serves as an active member of the Nuisance Task Force.
- Conducts inspections on walks with the Nuisance Task Force for properties in violation of the Property Maintenance Code.
- Is on call for after-hour emergencies.
- Assists in the preparation of court cases to be heard by the Minimum Housing Court which

meets monthly. Testifies when necessary.

- Schedules inspections for the plumbing inspector, electrical inspector and building official.
- Investigates complaints regarding unregistered/abandoned vehicles, illegal dumping, and graffiti.
- Meets with Building Official and Director to discuss and find solutions to problems that need more attention. Research legal use of properties.
- Testifies at 6th District Court regarding housing issues that result in a court case pursued by property owners and tenants.
- Works with property owners and tenants to resolve housing issues. Attends seminars and workshops to improve the department.
- Ensures work quality and adherence to established policies and procedures of subordinates.
- Work is performed under the moderate supervision of the Director.



**Fire Department  
FY 2024 Budget  
Scott G. Mello, Fire Chief**

**Department Description:**

The Central Falls Fire Department has a mission to provide excellent fire control and suppression services to the community. We also provide emergency and non-emergency medical care and transport. The Central Falls Fire Department is a community-focused fire department that strives for the highest quality of fire suppression and Emergency Medical Services. We will achieve this by being a well-trained, professional, rapid response team that serves the Central Falls community.

**Department Staff:**

- Fire Chief 1 Employee
- Deputy Chief 1 Employee
- Battalion Chief 4 Employees
- Captain 4 Employees
- Lieutenant 8 Employees
- Private 1st Class 10 Employees
- Private 2nd Class 5 Employees
- Probationary Firefighters 7 Employees
- Administrative Assistant 1 Employee
- Total Staff 41 Employees
- We are currently 2 members down at this time.

**Evaluation of FY 2023 Goals:**

- Working on an FM Global Grant for I-Pad Tablets to be placed on each piece of apparatus--*accomplished*
- Apparatus replacement--*ongoing*
- Purchase One new Engine Truck – The two Engines we have now one is 20 years old and the second one is 29 years old--*ongoing*.
- Purchase two new Staff Vehicles. This would enable the department to have vehicles passed to the Fire Prevention Inspectors so they can conduct all type of inspections throughout the city which generate revenue for the City of Central Falls--*accomplished*.
- Create the position of a Training Officer and a Safety Officer--*ongoing*.
- Purchase new Firefighter gear (Bunker Pants and Fire Coat), Which by State Law (NFPA 1500) must be replaced every 10 years—*ongoing*.
- Actively recruit members of the community to join the Central Falls Fire Department. This will continue with the assistance of the Director of HR.
- This will be an ongoing process to maintain the history of the department becoming a diverse department—*ongoing*.
- Ensure the recruitment process puts emphasis on recruiting and retaining female Candidates to become Central Falls Firefighters—*ongoing*.

- Create an Accommodation Committee. This will identify any fire department member that performs above and beyond the call of duty and will be duly recognized—*ongoing*.
- Create an EAP (Employee Assistance Program), which will assist any member who is experiencing any serious situations in their lives, or their families lives and help direct them to the appropriate facilities for assistance--*ongoing*

#### **Goals and Objectives for FY 20224**

- Working for the funding for a **NEW PUBLIC SAFETY COMPLEX**.
- Training for all members of the department, especially new company officers -*ongoing*
- Train personnel in Mayday training and Incident Command Training--*ongoing*
- Conduct accountability at building fires training--*ongoing*.
- Identify hazardous buildings and properties throughout the city--*ongoing*.

#### **Job Descriptions:**

##### **Fire Chief**

The Fire Chief commands the entire Central Falls Fire Department. The Fire Chief manages all the fire and emergency medical services divisions. The Fire Chief manages all the equipment and apparatus within the department. The Chief assigns all members of the department to their respective positions and apparatus assignments. The Chief is responsible for the conduct and discipline of the department. Subject to the approval of the director of public safety, the Chief shall ensure all rules and regulations conform with the ordinances of the city concerning the operation of the department. The Fire Chief conducts duties that are required by the collective bargaining agreement between the City of Central Falls and Local Union 1485.

##### **Administrative Assistant to the Fire Chief**

Under general supervision of the Fire Chief, serves as primary staff member responsible for secretarial duties for the Fire Department.

- Provides secretarial services to the Fire Chief, Deputy Chief and Fire Inspectors. Takes and transmits messages; produces documents and reports.
- Serves as primary department staff member responsible for office Administrative and bookkeeping functions.
- Collecting, recording, and depositing fees for permits, licenses and other department functions and services; prepares related reports and reconciles with the City's finance department.
- Ordering department supplies as necessary to maintain inventory levels.
- Maintaining a daily record of department fuel supply and usage.



**Law Department  
FY 2024 Budget  
Matthew Jerzyk, City Solicitor**

**Department Description:**

The Law Department is directed by the City Solicitor, who is chief legal counsel for the City and who furnishes legal advice to the Mayor, to the City Council and to all officers, departments, boards and commissions concerning any matter or thing arising in connection with the exercise of their official duties. The law department (1) prosecutes any violation or alleged violation within the city of the statutes of the state or the ordinances of the city; (2) represents the city and the city's interests in all litigation by or against the city and every officer, department, board or commission; (3) collects by suit or otherwise all debts, taxes and accounts due the city which shall be placed with it for collection; (4) appears in, defends and advocates the interests and rights of the city or of any officers thereof in any suit or prosecution for any act or omission in the discharge of their official duties; (5) prepares, reviews and/or approves all contracts, bonds, and other instruments in writing in which the city is concerned, and approves all surety bonds required to be given for protection of the city; and (6) directs the Central Falls Nuisance Task Force in ensuring the health, safety and welfare of the City.

**Department Staff & Contractors:**

- Legal / HR Clerk
- City Solicitor, contractor
- Assistant City Solicitor, Criminal Prosecutor, contractor
- Assistant City Solicitor, Housing Prosecutor, contractor
- Assistant City Solicitor, Nuisance Task Force, contractor
- Assistant City Solicitor, Housing and Equity, contractor

**Evaluation of FY 2023 Goals and Objectives:**

- Coordinate the City of Central Falls' efforts to ensure that the new high school and school construction projects are in the best interests of students and the community and on time and on budget. *Achieved and ongoing.*
- Continue to grow the city's receivership program to transform abandoned and vacant and underutilized properties into housing development opportunities. *Achieved and ongoing.*
- Provide legal support for the development of El Centro. *Achieved and ongoing.*
- Continue to provide professional development opportunities regarding Access to Public Records requests, the Open Meetings Act and city and state ethics laws. *Achieved and ongoing.*
- Maintain and develop internship opportunities for high school, college, and law school students. *Achieved and ongoing.*
- Manage litigation to a successful resolution. *Achieved and ongoing.*
- Steward collective bargaining negotiations to successful three-year contracts. *Achieved and ongoing.*
- Nuisance Task Force - Maintain and actively manage an accurate list of all nuisance properties throughout the City of Central Falls; develop and implement strategies for nuisance abatement regarding the properties on that list; hold monthly meetings with the directors of the relevant departments; create a process whereby property owners can be (a) informed and (b) held

accountable for the condition of their respective; and improve the overall quality of housing in the City of Central Falls, especially as it pertains to public health and public safety. *Achieved and ongoing.*

- Lead Prevention - Continue moving through the Lead Enforcement and Action Database (LEAD) Project property list: 1st and 2nd NOVs (minimum 20 new letters per month); develop and implement a strategic vision for the LEAD Project that includes enforcing existing certificate requirements and creating a system for providing notices of renewal; engage with the community regarding tenant and landlord rights and responsibilities in a way that encourages participation and action in a fair and transparent manner; hold a major "Lead Fair" (two per year) that encompasses (1) general education about lead in homes, (2) lead testing for children, and (3) specific pediatric initiatives/education; and be a voice of leadership in Rhode Island concerning lead abatement solutions. *Achieved and ongoing.*

### **FY 2024 Goals and Objectives:**

- Housing and Redevelopment – Continue partnerships with the planning department and the redevelopment agency toward the successful creation of more than 200 units of safe and affordable housing.
- Litigation – Continue to partner with relevant counsel regarding outstanding litigation and to bring suits to resolution.
- Digitization – Work with relevant city departments to digitize and make public certain records including public record requests.
- El Centro – Continue to work with city departments to provide legal support for the opening of the new community and senior center.
- Sewer System Planning and Repair – Work with planning and public works to apply for relevant and available plans to map out the city's sewer facilities and plan for repair.
- Comprehensive Plan – Collaborate with the planning department to ensure a new comprehensive plan is published in a timely manner.
- School Construction – Advance the citywide plan for at least two new school buildings through the school building committee, the ownership team, the state house, and the complex financing issues.
- Internship Program – Continue to expand the number of opportunities for students in the Law Department and the City.
- Legislative advocacy – Continue to create and advocate for state legislation that advances the interests of the city and the city's residents.
- Receivership Program – Work with the Nuisance Task Force and expand the number of properties in the program and collaborate regarding the use of Section Eight placement vouchers.
- Nuisance Task Force - Continue maintaining and actively managing our list of nuisance properties and integrating new elements/metrics onto our list (i.e., lead compliance, which properties are renting via section 8 vouchers). Create a matrix as to the tools we have in our toolbox for abating nuisances and outline a system in terms of how we respond to nuisances we become aware of and at what point we move from our traditional responses (i.e., written letter, invitation to NPTF, declaration of public nuisance) to receivership. Collaborate with other departments to help curb the ongoing issues with recycling and more specifically with tenants/owners not properly disposing of recyclables.
- Lead Poisoning Prevention - Funnel a minimum of five applicants per month into the Rhode Island Housing Lead Safe Homes Program. This means helping applicants through the first three sections of the application: overview, borrower information, and property information. Bring over 200 distinct properties and 450 units into compliance with minimum housing standards and the Lead Hazard Mitigation Act. Continue to strengthen community stakeholder

relationships through communication, engagement, and accountability. In 2021, we focused on the Blackstone Valley Community Action Program, Childhood Lead Action Project, and the Department of Health. In 2022, we focused on the Central Falls Housing Authority, Central Falls Pawtucket Development Fund, and the Attorney General's Office.

## **Job Description**

### **City Solicitor**

The city solicitor shall be a lawyer admitted to practice before the Supreme Court of the state and shall have had at least two years' experience in active practice of the law. Upon appointment by the Mayor and confirmation by the City Council, the City Solicitor shall be the department head of the Law Department.

The City Solicitor shall be the chief legal counsel for the City and all counsel retained to represent the City shall report to and be supervised by him or her. The Solicitor or his or her designee shall furnish legal advice to the mayor, to the council and to all officers, departments, boards and commissions concerning any matter or thing arising in connection with the exercise of their official duties and except as otherwise expressly provided, shall supervise, direct and control all of the law work of the city.

The Solicitor or his or her designee shall collect by suit or otherwise all debts, taxes and accounts due the city which shall be placed with it for collection by any officer, department, board or commission, and it shall represent the city and the city's interests in all litigation by or against the city and every officer, department, board or commission. The Solicitor or his or her designee shall commence and prosecute all actions and suits to be commenced by the city before any tribunal of the state, whether at law or in equity, and shall appear in, defend and advocate the interests and rights of the city or of any officers thereof in any suit or prosecution for any act or omission in the discharge of their official duties wherein any estate, right, privilege, ordinance or act or any breach of any ordinance may be brought into question. The city solicitor shall also, when requested, act as attorney and counsel for any officers of the city in any prosecution or proceeding which may be instituted by such officers in their official capacity for any breach of any of the laws of the state or of any of the provisions of this Code or other ordinances, orders or bylaws of the city.

The Solicitor or his or her designee shall prepare or approve all contracts, bonds, and other instruments in writing in which the city is concerned and shall approve all surety bonds required to be given for protection of the city. It shall be the duty of the Solicitor, or some person duly authorized by him and for whose conduct, skill and faithfulness he shall be accountable, to draft all bonds, deeds, obligations, conveyances, agreements and other legal instruments of whatsoever nature which may be required of him by any provision of this Code or other ordinance or order of the city council or by any committee of the council.

The Solicitor or his or her designee shall prosecute any violation or alleged violation within the city of the statutes of the state or the ordinances of the city at the instance and request of the division of police.

The Solicitor or his or her designee shall, upon request of the council or of any council member, or of the mayor, prepare or assist in preparing any ordinance for introduction into the council, and shall prepare for the consideration of the council comprehensive revisions and codifications of all general ordinances of the city which are then in effect as required by this Charter or by the council. The city solicitor shall, in all matters, do every professional act incident to the office which may be required of

him or her by the city council or by any committee thereof and shall, when required, furnish the city council or any officer of the city who may require it in the discharge of his or her official duties with his or her written legal opinion on any subject touching the duties of their respective offices or the rights, duties and interests of the city.

The Solicitor or his or her designee shall, with the assistance of the city clerk's department, prepare and submit to the council for its consideration, a comprehensive revision and codification of all the general ordinances of the city which are still in effect. For this purpose, it may employ the assistance of experts in the field of revision and codification as required by state law.

## **Job Descriptions**

### **Legal / HR Confidential Clerk**

Provides professional and administrative support to the Law Department and Human Resources Department, including confidential matters, as well as, on occasion, to the Mayor's Office.

Coordinates a variety of specialized clerical duties requiring knowledge of legal correspondence and human resources operations. Performs a variety of legal and personnel related clerical duties associated with the nuisance task force, access to public records requests, legal correspondence, legal filing, applicant screening, typing, and filing, labor relations, FMLA, labor issues, maintaining employment records, and functions relative to customer service. The clerk reports to the City Solicitor and Director of Human Resources and submits all time sheets and personnel matters to the City Solicitor.

### **Duties and Responsibilities:**

- Performs customer service functions by answering citizen and employee requests and questions.
- Prepare review a variety of documents such as correspondence, applications, employee files, health benefits, and payroll records.
- Submits the requests with new employee background checks and drug tests.
- Conducts benefits enrollment for new employees, verifies I-9 documentation and maintains books current.
- Maintains nuisance task force master list and attends meetings and serves as secretary for the task force.
- Maintains an active list of access to public records requests and works with the City Solicitor to ensure timely and legal compliance.
- Updates HR spreadsheet with employee change requests and processes paperwork.
- Schedules meetings and interviews as requested by City Solicitor and HR Manager
- Makes photocopies, faxes documents, processes & receives Law and HR correspondence and performs other clerical functions and, occasionally, for the Mayor's office.
- Manages the employee vacation, personnel, and sick time data records.
- Prepares new employee and/or intern files.
- Assists employees with any of Workers Compensation claims, FMLA, or Labor related problems.
- Receives and processes all Law and HR invoices.
- Assist in the administration of all municipal collective bargaining agreements/contracts.
- Ensures that all department operations conform to local, state, and federal government regulations, and other applicable laws and policies.
- Maintains professional knowledge through such means as attending seminars, reviewing professional publications, and participating in professional organizations.
- Assists in processing unemployment claims, personnel action forms, and employment

verifications.

- Assists the City Solicitor and HR Director with various research projects and/or special projects.
- Maintain the departmental supplies for both departments.



**Office of Constituent Services & Health**  
**FY 2024 Budget**  
**Wanda Casiano, Director**

**Department Description:**

The Office of Constituent Services and Health serves as a point of contact for the people we serve and their families, advocates, legislators, and the public. We are here to answer questions, address complaints, and provide resources to our residents. Our goal is to be accessible and responsive to their needs and identify areas that need improvement. We aim to be a source of information and guidance for our citizens by providing reliable, high quality, and excellent services. Our services will consist of an in-depth analysis of each case that will result in either direct assistance from our offices, or referrals to our many collaborating social services agencies in the state.

**Number of Employees:**

- 1 Director

**Evaluation of FY 2023 Goals and Objectives:**

- Increase the city's COVID-19 vaccination rate to 80% for 2023, currently CF has a rate of 73% with completed primary series (2 doses): **completed & ongoing.**
- Decrease the city's COVID-19 positive cases rate, by encouraging the use of face masks, self at-home tests, and hosting vaccination clinics: **completed.**
- Partner with non-profit organizations to offer resources to constituents: **ongoing.**
- Commence plans to construct the upcoming community wellness center "El Centro of Central Falls": **ongoing.**
- Apply for funding opportunity to obtain additional staffing to assist the needs of the community: **ongoing.**
- Develop local/state partnership: **completed & ongoing.**

**Goals and Objectives for FY 2024:**

- Revamp the Central Falls Multidisciplinary Team to provide comprehensive wrap-around services for residents.
- Continue to partner and strengthen the relationships with non-profit organizations to offer many resources.
- Start the construction of the upcoming community wellness center: "El Centro of Central Falls" and securing local non-profits that will reside in the building.
- Distribute Naloxone kits to businesses to reduce overdoses deaths.
- Maintain and develop local/state partnership.
- Add a Deputy Director to the department to divide duties and responsibilities.

**Department Job Description:****Director of Constituent Services and Health**

The Director of Constituent Services and Health, will direct efforts to ensure that the residents of the City of Central Falls are provided with a variety of services to meet their needs, including, but not limited to, those relating to wellness, food, and housing instability. The Director identifies and applies for funding opportunities for the office and determines how to appropriately disburse that funding among office objectives. The Director of Constituent Services and Health develops, implements, and oversees programs to aid residents and encourage community participation from residents.

**Essential duties and responsibilities include the following:**

- Assumes full management responsibility for all staff in the Office of Constituent Services and Health.
- Plans and administers appropriate departmental records systems and prepares various administrative/operations reports to document the processes, incomes, and outcomes of the Office of Constituent Services and Health.
- Works closely with fund developer to identify and apply for relevant grants to acquire reliable, consistent, and ongoing funding for the Office of Constituent Services and Health.
- Drafts a budget for the Office at the beginning of each fiscal year and adjusts/shifts funding depending on priority.
- Directs casework services to help residents obtain specific benefits or assistance.
- Develops resident participation programs to encourage residents to participate in advocacy efforts through involvement in local government.
- Responds to resident needs in emergent situations requiring immediate attention and assistance.
- Conducts research to identify the needs of residents and how the city could better address these findings.
- Develop relationships with residents in the community by fostering an approachable and familial culture in City Hall
- Fosters frequent communication between the office and various efforts to care for residents by such organizations.
- Performs related duties as required.



**Parks & Recreation & Community Services Department  
FY 2024 BUDGET**

**Alberto Rivas, Director of Parks & Recreation & Community Services Department**

**DEPARTMENT DESCRIPTION:**

The Department of Parks & Recreation & Community Services has supervision and control of planning recreational programs for all city residents. It supervises and maintains all city park property, materials, and equipment. The Department of Parks & Recreation & Community Services is responsible for reporting any maintenance issues of all parks, recreational fields, and playgrounds to the Director of Public Works. The Director of Parks & Recreation & Community Services exercises and performs such duties as authorized by ordinance consistent with the city Charter. The director under the supervision of the department of human resources shall hire personnel as necessary to maintain the department of Parks & Recreation & Community Services

**DEPARTMENT STAFF:**

- Director (employee) Salaried.
- Coordinator (employee) Salaried.
- Citywide After School program coordinator (employee) grant-funded by RIDE.
- Street Beautifications (2) Part-time employees.
- Fields Supervisors (2) Part-time employees.
- Summer Food Service Program Workers, (10) part-time employees – Summer Jobs.

**JOBS DESCRIPTIONS:**

***Parks & Recreation & Community Services Director***

The director is responsible for planning, supervising, and controlling recreational programs, events, and activities for all city residents. The director is responsible for granting appropriate usage of the city's recreational spaces to schools, non-profits, businesses and other groups or individuals interested in field rental and use. They are responsible for permitting/programming events, and activities when on recreational land. The director supervises and maintains all property, materials, and equipment under the Department of Parks & Recreation & Community Services. The director, with guidance from the Department of Human Resources, hires personnel as necessary to maintain the department. The director supervises and manages the Street Beautification workers, the Fund Developer, seasonal employees, and youth workers as well as community service workers. They report any maintenance issues of all parks, recreational fields, and playgrounds to the Director of Public Works. They exercise and perform such duties as may be authorized by ordinance consistent with the Charter.

***Coordinator***

- Work with the Director of Parks & Recreation & Community Services on day-to-day departmental functions
- Assist with event planning.
- Manage volunteers and community service participants.
- Manage departmental payroll.
- Manage billing.
- Assist with event scheduling.

- Process reservations and schedule event staff and field monitors.

### **CITYWIDE AFTER SCHOOL PROGRAM COORDINATOR**

- Develop, recruit, and implement after school programs that bring together CF students from the CF school district, Segue, International Charter School, Blackstone Academy, and Blackstone Valley Preparatory.
- Lead recruitment and registration process of all programs.
- Provide supervision and leadership to all expanded learning staff; this includes coaching and mentoring.
- Communicates with families and school personnel about programs, schedules, and students' academic and social emotional wellbeing.

### **STREET BEAUTIFICATION WORKER (2)**

- Assists with Parks & Recreation & Community Services related responsibilities and continuation of the Broad St/Dexter St Beautification Initiative.
- Litter pick-up at CF Parks
- Graffiti removal on Dexter and Broad St
- Supervise youth/community service volunteers participating in temporary work.
- Assistance with any Park and Recreation related function, activity, or duty.
- Assist with ice/snow removal of Broad & Dexter Streets, also Police & Fire Department and City Hall.

### **FIELD SUPERVISORS (2)**

- Monitor the athletic fields.
- Assisting in School games, events and more.
- Communicate with the coaches to open and close the fields.

### **EVALUATION OF FY23 GOALS AND OBJECTIVES:**

- Transfer the street beautification worker to DPW- can assist in more duties to Parks and Recreation also an extra resource to DPW. -***In Process***
- Work closely with the Planning Department to oversee all the ongoing park projects-***In Process***
- Working with the Planning Department and Organizations to renovate Dexter Plaza- ***In Process***
- Partner up with art organizations to offer opportunities for local artists and youth to work together to create public works of art. -***Ongoing***
- Transition into a new recreation software that will allow us to share a live event calendar with the community and make reservation process more efficient. -***In Process***
- Add permanent fencing at Macomber stadium-***In Process***
- Continue expanding city employment, educational and enrichment opportunities in Central Falls. – ***Ongoing***
- Continue to empower and provide equitable opportunities to our youth and adolescents to grow within their community by expanding community service experiences. – ***Ongoing***
- Continue youth fellowship program and offering internships in all City departments. – ***Ongoing***
- Continue planning steps towards a new community center “El Centro.” ***In Process***

- Work with the planning department to renovate city parks and playgrounds, which includes, Garfield playground, Sacred Heart playground, and add playground section at Veteran’s Memorial Park). **Ongoing**
- Continue working to add security cameras in all city parks and sports facilities. **Ongoing**
- Diversity Route – **In Process**

**FY24 GOALS AND OBJECTIVES:**

(Disclosure: these goals and objectives are subject to change as we continue to move forward and prioritize the safety and wellbeing of our youth, senior citizens, and families we serve.)

- Transfer the street beautification workers to DPW- they can assist in more duties to Parks and Recreation team and be an extra resource to DPW. -**In Process**
- Work closely with the Planning Department to oversee all the ongoing park projects-**In Process**
- Working with the Planning Department and Organizations to renovate Dexter Plaza- **In Process**
- Partner up with art organizations to offer opportunities for local artists and youth to work together to create public works of art. -**Ongoing**
- Transition into a new recreation software that will allow us to share a live event calendar with the community and make reservation process more efficient. -**In Process**
- Add permanent fencing at Macomber stadium-**In Process**
- Create the new visitor tour program-**In Process**
- Continue expanding city employment, educational and enrichment opportunities in Central Falls. – **Ongoing**
- Continue to empower and provide equitable opportunities to our youth and adolescents to grow within their community by expanding community service experiences. – **Ongoing**
- Continue youth fellowship program and offering internships in all City departments. – **Ongoing**
- Plan to expand summer programming for 2024 by adding more sites and outdoor activities for youth & seniors. - **Ongoing**
- Continue planning steps towards a new community center “El Centro.” **In Process**
- Work with the planning department to renovate city parks and playgrounds, which includes Garfield playground, Sacred Heart playground, and add playground section at Veteran’s Memorial Park). **Ongoing**
- Continue working to add security cameras in all city parks and sports facilities. **Ongoing**
- Diversity Route – **In Process**

**GENERAL R & M**

**PARKS & FIELDS**

- Monthly service for Portable Restrooms located in parks and fields.
- Supplies for maintenance such as paint, garbage bags, gloves, copies of park and fields keys, tools, etc.
- Monthly orders for dog waste bags
- Grass Roots of RI monthly fertilization visits to fields and parks
- Baseball field clay
- Service to sprinkler system in all parks
- Repair broken items in parks and fields and park's sheds.

## **EDUCATION & TRAINING**

- Preparation skills (CPR)

## **AFTER SCHOOL PROGRAMING**

### **YOUTH EMPOWERMENT WORKSHOPS**

Workshops revolving around career development will be open to all Central Falls youth. The workshops will run every three months in the year and will touch on topics such as public speaking, proper business attire, finances, etc. The goal of these workshops is to prepare youth for professionalism in their adulthood.

### **ELDERLY PROGRAM**

- Zumba with Seniors
- Ice cream with Seniors
- Jazz Night Concerts
- Snow Shoveling Program
- Seniors Games Day
- Seniors Lunch Program
- Bohemia Night
- Painting with the Mayor
- Dancing with the Mayor
- Trips to YMCA
- Summer trips
- Holiday Dinner

### **OTHER SUPPLIES**

- Sponsorship of events to community organizations.
- Supplies for parks and recreation office, events, and staff.
- Purchases for parks and recreation programs supplies.
- Parks and recreation event advertisement.

## **PUBLIC EVENTS & ACTIVITIES**

### ***LISTED BELOW ARE ALL PARK & REC EVENTS FOR 2023***

#### **EASTER IN THE PARK**

Each year the goal is to give Easter Baskets to the first 1,000 children and to continue to increase the number as the years go by. Our goal is also to provide live music, pictures with the Easter bunny, entertainment, refreshments and continue to grow and provide more resources and fun activities for youth during this event.

#### **LET'S KEEP CF CLEAN (Earth Day Event)**

The Central Falls Parks and Recreation Department is currently planning this year's "Let's Keep Central Falls Clean" Campaign to be celebrated on Earth Day in April. With the support of volunteers, this widely publicized event will be aimed to clean up our city parks including our historic Jenks Park and River Island Park (Rhode Island's only urban campground). This initiative/celebration will occur once a month. The purpose of this initiative is to educate our community, especially our youth, on the importance of keeping our parks, greenspace, community, and waters clean. (The success of this event will also go a long way in growing community pride – pride for a community that has truly struggled over the past year.)

## **ICE CREAM IN THE PARK**

The Central Falls Parks and Recreation Department will continue to bring joy to our children over the summer and reinforce the message of staying safe while enjoying ice cream in the park with their loved ones. This event will be held on the last Friday of the following months, June, July and August from 6:00 p.m. to 8:00 p.m.

## **ZUMBA IN THE PARK**

The Central Falls Parks and Recreation Department will be reinforcing the importance of exercising in our community during the summer by holding Zumba Classes in the park every Thursday during the following months, June, July, and August.

## **MOVIE IN THE PARK**

The Central Falls Parks and Recreation Department will be creating more family activities two times during summertime in Louis C. Yip field, join us for an outdoor movie and popcorn under the stars.

## **CF FOOD TRUCK FEST**

The CF Food Truck is to bring diversity into our city by inviting different food trucks and highlight family bonding as well as seeking to bring good music and quality of our culture and flavor.

## **COMMUNITY COOK OUT**

Free for all Central Falls residents in June.

## **SUMMER BASKETBALL LEAGUE**

This summer basketball league consists in multiple divisions from 4<sup>th</sup> grade through 12<sup>th</sup> grade. The games take place on Friday evenings and Saturdays at Higginson Park. This league is from June to August.

## **FOURTH OF JULY CELEBRATION**

For the first time in many years, the City of Central has brought its residents a 4th of July celebration with the goal of increasing community pride as well as a safe space for residents to enjoy with their families without having to travel out of Central Falls for their children to see the fireworks.

## **SUMMER FOOD SERVICE PROGRAM**

The SFSP is a free summer meals program for youth 18 and younger. The program runs from Monday-Friday and breakfasts and lunches are served at different parks in the city. The program aims to promote the values and benefits of healthy living by offering nutritious meals in the community.

## **YOUTH CAREER EMPOWERMENT SUMMER PROGRAM (15 Youth)**

The goal of the Youth Career Empowerment Summer Program is to provide students with proper hands-on experience in their desired career field while receiving mentorship from a professional in the career they want to pursue.

## **KAYAK PROGRAM**

The Central Falls Youth Kayak Program is a program for Central Falls Youth that provides free kayaking lessons for Central Falls youth under 18. The program starts at the end of June through September in partnership with Blackstone Valley Tourism Council at the Central Falls Landing.

## **SALSA NIGHT (2)**

This event is an event that gives that opportunity to all salsa lovers to dance the night away on Roosevelt Ave Bridge free of charge, enjoy salsa lessons, a live band, food provided by a rotating cast of food trucks, and beverages to enjoy.

## **CENTRAL FALLS CAR SHOW**

The Central Falls car show is an event that brings Over 150 antique and custom cars, live entertainment, food and novelty vendors, awards, and more.

## **HALLOWEEN IN THE PARK**

Community event aimed at keeping youth off the street during Halloween. Attractions include free carnival games, candy, music.

## **TURKEY DRIVE**

This event provides Central Falls residents in need of their thanksgiving dinner to receive a turkey and sides at no cost.

**CHRISTMAS LIGHTING – TOY DRIVE**

This event provides free refreshments, holiday carols, free gifts and candy to children, free pictures with Santa and a beautiful tree lighting ceremony in front of city hall.



**Police Department  
FY 2024 Budget**

**Colonel Anthony J. Roberson – Chief of Police**

**Mission Statement:**

The fundamental mission of the Central Falls Police Department is to protect life and property; enforce the law in a fair and impartial manner; preserve the peace, order, and safety of the community we serve; safeguard the constitutional guarantees; and provide other police-related services as required by the community in a manner consistent with the values of a free society.

**Department Description:**

The Police Department consists of three divisions that include the Uniformed Division, Investigative Division and Administrative Division.

**Uniformed Division:**

The Uniformed Division is charged with the primary responsibility for all law enforcement activities within the community. The Uniformed Division's mission is to preserve the peace, protect life and property against the effects of criminal activity and to ensure the safety of the motoring public by enforcing all traffic laws. The following are only some functions of the division: Patrol Operations, Traffic Enforcement, Animal Control, Dispatch Communications, Fleet Management and Special Services.

**Investigative Division:**

The Investigative Division is responsible for follow-up inquiries of all major crimes, such as murder, robbery, rape, burglary, and serious assaults. The Investigative Division also examines any other crimes that warrant an in-depth investigation as determined on a case-by-case basis. Investigators are assigned to one or more of the following sections within the Division: Criminal Investigations, Court Prosecution, Youth Services, Special Investigations, Sex Offender Notification and Evidence Control.

**Administrative Division:**

The Administrative Division consists of a variety of officers within the agency which develop policy and perform the ancillary functions which support the field operations within the Central Falls Police Department. Some services within this division consist of the following: Grant Management, Research and Development, Professional Standards and Training, Accreditation, Public Information, Records and Analysis, Information Technology and Community-based Policing.

**Budgeted Sworn Department Staff:**

Colonel 1.0 employee  
Major 2.0 employees  
Captain 2.0 employees  
Lieutenants 4.0 employees  
Sergeants 7.0 employees  
Detectives 5.0 employees Patrol  
Officers 18.0 employees

**Budgeted Civilian Department Staff:**

Dispatchers 6.0 employees  
Police Clerk 1.0 employee  
Computer IT/Records 1.0 employee  
Animal Control 1.0 employee  
Court Clerk 1.0 employee

### **Job Description:**

#### **Chief of Police**

The Chief of Police commands the Central Falls Police Department, manages all departmental personnel, equipment, and apparatus, and is responsible for the preservation of the public peace, prevention of crime, apprehension of criminals, protection of the rights of persons and property and enforcement of the laws of the state and the ordinances of the city and all rules and regulations made in accordance therewith. The Chief assigns all members of the Department to their respective posts, shifts, details, and duties. The Chief is responsible for the efficiency, discipline, and good conduct of the Department and for care and custody of all property used by the Department. The Chief ensures that the Department operates and maintains an efficient police communication system and that proper traffic signs and signals are erected and properly maintained. Subject to the approval of the director of public safety, the Chief of police makes rules and regulations in conformity with relevant city, state, and federal law, concerning the operation of the Department and the conduct of all officers and employees thereof. The Chief designates the material and style of the uniforms of the members of the Department. The Chief performs such management duties and obligations as prescribed by relevant collective bargaining agreements involving Department employees and personnel.

#### **Evaluation of Goals and Objectives for FY 2023**

The goals and objectives of the Central Falls Police Department have always begun with the hard-working and dedicated group of sworn and civilian personnel that comprise this fine organization. The Central Falls Police Department will strive to enhance our abilities, as we are committed to serving the citizens of Central Falls in the best manner possible. In doing so, our endeavor is to achieve several structured goals and objectives, most of which will be funded in whole or in part from grant opportunities and initiatives such as these:

- Continue to offer department transparency to policy and procedures with an online portal through Power DMS – **On Going**
- Seek to reestablish Neighborhood Response Team (NRT) with the Rhode Island State Police when and if federal grant funding is obtained by RISP – **Pending Funding**
- Continue to bolster patrol bureau staffing with the hiring of lateral officers (One hired in 2022) and the anticipated graduation of recruits from the Rhode Island Municipal Police Academy (four graduated and sworn in 2022) – **On Going**
- Upgrade patrol fleet vehicles at the needed rate of two (2) per year - **On Going**
- Continue with the employee Assistance Program to provide officers with counseling, stress reduction efforts and any needed resources – **On Going**
- Continue with department’s Officer Wellness Program – **On Going**
- Seek advice and recommendations from a “structural engineer” to access plans to repair sally-port floor structure supports which has shown signs of structural deficiencies – **On Going**
- Continue to collaborate active shooter training with Fire Department, School Department and Emergency Medical Services (EMS) – **On Going**

- Continue our partnership with FBI Safe Streets Taskforce which pursues violent gangs through sustained, proactive, coordinated investigations to obtain prosecutions under the U.S. Code, Titles 18 and 21, including violations such as racketeering, drug conspiracy and firearms violations – **On Going**
- Maintain our participation with Drug Enforcement Agency Taskforce to target mid-level and street level narcotics operations – **On Going**
- Continue partnership with Blackstone Valley Advocacy Center in domestic violence and sexual assault prevention and awareness – **On Going**
- Maintain School Resource Officer (SRO) program within Central Falls High School and Calcutt Middle School – **On Going**
- Continue to improve and expand upon community-police relations with walking beats bicycle patrols and engagement programs. Continue to host community events, to include Touch-a-truck, National Night Out, Chill with a Cop, Citizen Police Academy, etc. – **On Going**
- Continue partnership with the Rhode Island Liaison Program to provide family services to any victims of crime within the city; we began Go-Team Program with Rhode Island Family Services in which has a full-time victim’s advocate working with our agency – **On Going**
- Continue in our efforts to reduce crime – fear of crime – in our community – **On Going**
- Continue to work with the Non-violence Institute for officer training programs - **Achieved**
- Continue De-escalation training program for all sworn police officers – **On Going**
- Upgrade our current IT policies and practices, as well seek to update our IT operating systems in an effort to streamline our department’s IT needs – **On Going**
- Purchase Adobe Pro for all Administrative staff - **Achieved**
- Upgrade our dispatch telephone and radio recording system - **Achieved**
- Upgrade our department’s Taser units- **Pending**
- Seek funding and proposals for a new public safety building- **On Going**
- Institute body camera program – **On Going**
- Continue our partnership with Family Care Community Partnerships (FCCPs). This agency, is part of DCYF's network of prevention-focused providers, brings community-based services to children and families to build a stronger, brighter futures- **On Going**
- Institute an elderly abuse training program in our department to further assistance those in our community that may be experiencing abuse and neglect – **On Going**
- Work with Nonviolence Institute and the “Street Worker Outreach” Program – **On Going**

## Goals and Objectives for FY 2024

- Continue to offer department transparency to policy and procedures with an online portal through Power DMS
- Continue the Neighborhood Response Team (NRT) with the Rhode Island State Police as federal grant funding has been secured through the RISP.
- Continue to bolster patrol bureau staffing with the hiring of lateral officers and the anticipated graduation of recruits from the Rhode Island Municipal Police Academy
- Upgrade patrol fleet vehicles at the needed rate of two (2) per year
- Continue with the employee Assistance Program to provide officers with counseling, stress reduction efforts and any needed resources.
- Assign member of the agency to be the Officer Wellness Program coordinator - to train and assist department personnel in all aspects of wellness.
- Institute a Crisis Management team for our agency that would consist of officers, clergy and mental health professionals to address immediate response to trauma inducing incidents.
- Follow-up with recommendations of a “structural engineer” to access plans to repair sally-port floor structure supports which has shown signs of structural deficiencies.
- Continue to collaborate active shooter training with Fire Department, School Department and Emergency Medical Services (EMS)
- Continue our partnership with FBI Safe Streets Taskforce which pursues violent gangs through sustained, proactive, coordinated investigations to obtain prosecutions under the U.S. Code, Titles 18 and 21, including violations such as racketeering, drug conspiracy and firearms violations.
- Maintain our participation with Drug Enforcement Agency Taskforce to target mid-level and street level narcotics operations.
- Continue partnership with Blackstone Valley Advocacy Center in domestic violence and sexual assault prevention and awareness.
- Maintain School Resource Officer (SRO) program within Central Falls High School and Calcutt Middle School
- Continue to improve and expand upon community-police relations with walking beats bicycle patrols and engagement programs. Continue to host community events, to include Touch-a-truck, National Night Out, Chill with a Cop, Citizen Police Academy, etc.
- Continuing the partnership with the Rhode Island Liaison Program to provide family services to any victims of crime within the city; we began Go-Team Program with Rhode Island Family Services in which has a full-time victim’s advocate working with our agency.
- Continue in our efforts to reduce crime – fear of crime – in our community.
- Continue to work with the Non-violence Institute for officer training programs.
- Continue De-escalation training program for all sworn police officers.
- Continue to update our IT operating systems to streamline our department’s IT needs and security.
- Upgrade our department’s Taser units.
- Continue to seek funding and proposals for a new public safety building.
- Continue the body camera program.

- Continue our partnership with Family Care Community Partnerships (FCCPs). This agency, is part of DCYF's network of prevention-focused providers, brings community-based services to children and families to build a stronger, brighter future.
- Institute an elderly abuse training program in our department to further assistance those in our community that may be experiencing abuse and neglect.
- Work with Nonviolence Institute and the “Street Worker Outreach” Program
- Institute an educational program to address the overdose crises facing the city.



**Finance Department  
FY 2024 Budget  
Mary Signer, Director of Finance**

**Department Description:**

The Finance Department is managed by the Director of Finance who is the chief financial, accounting, budget officer, Treasurer and Tax Collector of the City.

**Department Staff:**

- Director of Finance
- Deputy Director of Finance
- Jr. Accountant
- Payroll Clerk
- Accounts Payable Clerk
- Tax Collection Clerk
- Tax Assessor Clerk
- Tax Assessor, Contractor

**Evaluation of FY2023 Goals and Objectives**

- Review, update and document operating policies and practices that may affect the Finance Department's operating efficiency. – *ongoing*
- Improve financial reporting and fiscal oversight with communication of timely results and management participation and oversight to achieve budget goals. – *completed & ongoing*
- Participate with all Departments in the compliance with contractual obligations and monitoring of contractual terms and conditions. - *ongoing*
- Achieve the completion of the FY22 audit no later than December 31, 2022. – *almost; 1/13/23*
- Establish routine processes to meet all State Division of Municipal Finance periodic reporting requirements. – *ongoing*
- Cross train all positions within the department to ensure timely and accurate customer services when team members are absent. - *ongoing*
- Audit all purchase requisitions to ensure proper and consistent accounting. Ensure all requisitions are budgeted. - *completed*
- Collaborate with the school district on all school financing and construction activities. - *ongoing*
- Coordinate with City Clerk and Human Resource to ensure proper approval and access to the City's IT systems. – *completed*

**Goals and Objectives for FY 2024:**

- Review, update and document operating policies and practices that may affect the Finance Department's operating efficiency.
- Improve financial reporting and fiscal oversight with communication of timely results and management participation and oversight to achieve budget goals.
- Achieve the completion of the FY22 audit no later than December 31, 2023.
- Establish routine processes to meet all State Division of Municipal Finance periodic reporting

requirements.

- Cross train all positions within the department to ensure timely and accurate customer services when team members are absent.
- Ensure accurate and seamless transition to new Tax Administration & Collection Software.
- Improve Collections by using the services of a Collection Agency.
- Collaborate with the OPM, school district, and state on all school financing and construction activities to ensure a successful and timely school construction.
- Work collaboratively with directors to ensure all internal controls, processes, and reporting requirements are met.

### **Department Job Description:**

The city's finance and accounting staff is responsible for all municipal treasury, bookkeeping and payroll functions. They monitor and maintain control over all accounts in the City's various governmental funds, develop budgets, process the City's payroll, pay vendors, and prepare for the annual audit.

**Director of Finance** is a full-time administrative position, responsible for planning, directing, and controlling the financial functions for the City by following City policies and procedures and in accordance with Federal and State of RI laws.

**Deputy Director of Finance** coordinates the planning and management of all ongoing funds, accounting systems and related reporting. Acts as assistant to the Director of Finance and provides oversight management of cash flow requirements for all funds. Provides day-to-day oversight of accounts payable and collections functions and works with Payroll Clerk to ensure accurate and timely reporting of payroll.

**Junior Accountant** is responsible for properly recording all banking transactions in a timely manner and performing an audit of all cash transactions in the department. Responsible for balance sheet reconciliations. Provides support to Director and Deputy as needed.

**Payroll Clerk** compiles payroll data and maintains payroll records. Responsible for the timely processing of all City payroll functions.

**Accounts Payable Clerk** serves as a centralized contact for the receipt of all invoices submitted by vendors and secures the necessary back up information required for payment. This individual is responsible for verifying account numbers, confirming available funding, monitor's internal purchase order control, enters invoices, processing checks and posts daily account transaction activity. Maintains account payable records and approved vendor list. Also acts as secondary Tax Collection Clerk responsible for collecting all municipal taxes on real estate and personal property in the City.

**Tax Collection Clerk** is responsible for collecting all municipal taxes on real estate and personal property in the City. This individual also issues municipal lien certificates and answers municipal tax questions.

**Tax Assessor's Office** includes the Tax Assessor Clerk and the Tax Assessor (contractor). They are responsible for determining the values of all taxable property in the City of Central Falls, including real estate and tangible property. They are responsible for maintaining updated property ownership information and for overseeing the revaluation process in the City.



**Human Resources Department  
FY 2024 Budget  
Ana C. Ureña, Director**

**Department Description:**

The Human Resources Department is directed by the Human Resources Director who manages and supervises a system of personnel administration in compliance with state, federal and city law, along with all relevant collective bargaining agreements. The HR director creates policies and procedures for the management of personnel in accordance with all applicable laws and coordinates the implementation of a city affirmative action plan.

The Department strives to provide outstanding customer service and stewardship of resources in attracting, selecting, and retaining a high-performance, diverse workforce. We focus on fostering employee satisfaction and promoting employee productivity. Human Resources support's other City departments in the areas of recruitment, training, employee relations, benefits administration, and compensation administration.

**Department Staff:**

- Director of Human Resources, contracted
- Deputy Director of Human Resources, 1.0 employee

**Evaluation of FY 2023 Goals and Objectives:**

- Successful continuation of at least two (3) Wellness Programs offered by the Trust (*achieved*)
- Complete the Trust's WorkSmart21 programs focused on reducing the risk of work-related injuries; and continue to encourage employees to attend applicable Workshops the TRUST offers to all employees to train and reinforce injury prevention (*achieved*)
- Increase participation in Healthy Challenges (*achieved and ongoing*)
- Identify new training opportunities for employees (*achieved and ongoing*)
- Provide support to all departments for compliance with state and federal laws and policies (*achieved and ongoing*)
- Continue to update City Policies (*achieved and ongoing*)
- Continuously update new hire documentation/forms for on-boarding process for new employees (*achieved and ongoing*)
- Continuously update Employee Handbook as needed (*achieved and ongoing*)
- Continue to work with Legal and the City Clerk's Office on the on-going implementation of Social Media Policy for both the public and employees based on best practices and appropriate legal framework (*achieved*)
- Continue to provide on-going Harassment Training for all new and existing employees (*achieved and ongoing*)
- Identify and establish new policies that fosters a safe and healthy work environment (*ongoing*)
- Continue to amend COVID-19 policy to reflect CDC and RIDOH recommendations (*achieved*)
- Continue to organize all historical department records for the purposes of: (1) complying with Records Retention Schedule and shredding outdated documentation; and (2) digitizing all

- records the Human Resources Department is required to retain (*achieved and ongoing*)
- Remodel the HR office to provide better access to information for employees (*achieved*)

### **FY 2024 Goals and Objectives:**

- Update Employee Handbook to include all policies currently being implemented
- Revamp public safety recruitment process by modernizing application process and creating marketing content to attract candidates
- Successful continuation of Wellness Programs offered by the Trust
- Increase participation in Healthy Challenges
- Identify new training opportunities for employees
- Provide support to all departments for compliance with state and federal laws and policies
- Continuously update new hire documentation/forms for on-boarding process for new employees
- Continue to provide on-going Harassment Training for all new and existing employees
- Identify and establish new policies that foster a safe and healthy work environment
- Continue to organize all historical department records for the purposes of: (1) complying with Records Retention Schedule and shredding outdated documentation; and (2) digitizing all records the Human Resources Department is required to retain

### **Job Descriptions:**

#### **Director of Human Resources**

*Description:* Under the direction of the Mayor of the City of Central Falls, the Director of Human Resources position assumes responsibility for the direction, planning, coordination and administration of all human resource programs, functions, and activities. This includes but is not limited to hiring, staffing, training, classification, benefits, wellness, safety, compensation, labor relations, employee performance evaluations, discipline, and civil service employment models. The position will advise the executive leadership team on an organization-wide basis to ensure that public services are provided in alignment with the strategic objectives of the City government. Additionally, the Director of Human Resources must be able to negotiate and administer multiple collective bargaining agreements/contracts.

*Duties and Responsibilities:* Under the direction of the Mayor of the City of Central Falls, exercises oversight authority and broad discretionary judgment to manage all functions and resources of Human Resources to achieve the City's priorities and objectives.

- Assist in the development and administration of the Human Resource Department's budgets, policies, projects, and programs to deliver high quality services effectively and efficiently to the City and the community.
- Collaboratively and cooperatively works with the Mayor, Department Directors, and other managers to analyze organization and community needs and acts in response to those needs.
- Champions the values of the organization through example and accountability.
- Ensures that department operations conform to local, state, and federal government regulations, and other applicable rules and policies.
- Responsible for the oversight and administration of all employee benefits either mandated by contractual agreements or regulatory to include but not limited to health, dental, life, safety and wellness initiatives, HIPAA, Cobra, DLT, EEOC/ADA, FLSA, FCRA, vacation, sick and personal leave benefits, and supplemental and/or voluntary benefits.
- Responsible for recruitment, placement, retention, and performance standards for all civil service employment in accordance with city ordinances, and all applicable regulatory laws and procedures.

- In coordination with the Mayor, and Law Department, manage requirements of collective bargaining agreements with all unions.
- Responsible for supervision, training, and work performance of direct reports to meet objectives and standards of the City.
- Provides Human Resources policy development, administration, direction, and guidance to the organization.
- Effectively communicates with employees and applicants regarding their employment rights, responsibilities, opportunities, and benefits.
- Manages grievances through settlement, efficiently communicating with union representation.
- Negotiates all collective bargaining agreements.
- Administers the position classification plan and the position compensation plan. Develops and administers policies and procedures regulating employee leaves (FMLA, USERRA, personal leave, etc.).
- In conjunction with the executive team, develops and administers standards and criteria for employee performance.
- Establishes and coordinates employee training programs.
- Maintains professional knowledge through such means as attending seminars, reviewing professional publications, and participating in professional organizations.
- Attends City Council and other meetings as needed/required.
- Additional related duties as required by the Mayor.

### **Deputy Director of Human Resources**

*Description:* Under the direction of the Director of Human Resources, the Deputy Director of Human Resources supports the direction, planning, coordination and administration of all human resource programs, functions, and activities. This includes but is not limited to hiring, staffing, training, classification, benefits, wellness, safety, compensation, labor relations, employee performance evaluations, discipline, and civil service employment models.

*Duties and Responsibilities:* Supports all functions and resources of Human Resources to achieve the City's priorities and objectives.

- Assists in the recruitment and onboarding of all city personnel.
- Supports the administration of all employee benefits either mandated by contractual agreements or regulatory to include but not limited to health, dental, life, safety and wellness initiatives, HIPAA, Cobra, DLT, EEOC/ADA, FLSA, FCRA, vacation, sick and personal leave benefits, and supplemental and/or voluntary benefits.
- Prepares communications related to injured-on-duty claims and worker's compensation claims.
- Effectively communicates with employees and applicants regarding their employment rights, responsibilities, opportunities, and benefits.
- Aids the director in developing and administering standards and criteria for employee performance.
- Establishes and coordinates employee training programs.
- Maintains professional knowledge through such means as attending seminars, reviewing professional publications, and participating in professional organizations.
- Assists the Law Department with all Access to Public Records Act requests, city contracts, and other duties as requested.
- Attends City Council and other meetings as needed/required.



**Department of Planning and Economic Development**  
**FY 2024 Budget**  
**James P. Vandermillen, Director**

**Department Description:**

The Department of Planning and Economic Development (DPED), working with the residents and elected representatives of the city, creates the vision as to what Central Falls should be as a city, and then works with all to implement that vision.

The Department provides leadership in:

- Research and analysis, strategic thinking, urban design, public consultation, policy recommendations, implementation and management, and development of land in the public interest.
- assisting City representatives in making informed decisions concerning land use, the built environment, urban design, architecture, and heritage resources.
- coordinating the city's efforts in planning, economic development, housing strategy, and environmental issues; and,
- advising and staffing the Planning Board, the Zoning Board, and the Redevelopment Agency.

The Department influences the development of property in the city through regulatory reviews where we work with developers to navigate the planning process while adhering to established policies and laws of the City, with an eye toward careful growth and protecting the city, its neighborhoods, and residents.

The Department's work focuses on four areas:

1) Planning

DPED is responsible for administering the Comprehensive Plan, which is the long-range vision for the city that provides the framework for development, redevelopment, and revitalization. In support of the Comprehensive Plan, DPED staffs the Planning Board and processes all Land Developments and Subdivisions. DPED also maintains the Official Map of the City of Central Falls and is responsible for providing data about the city-to-City officials, other governmental agencies, and the general public.

2) Architecture and Urban Design

DPED sets the architectural and urban design tone for the city through its capital projects, consultation with developers, and administration of the Planning Board, Zoning Board of Review, and Redevelopment Agency.

3) Economic Development

DPED works to foster and improve the economy of the city, with particular focus on its commercial viability, through small business support, neighborhood revitalization efforts, business attraction, and marketing. Specific duties include meeting with businesses and connecting them to all available pertinent resources.

#### 4) Community Development

DPED leads the efforts to revitalize the city through housing development, park development/improvement, infrastructure development and other physical improvements to the city. These efforts also include securing CDBG funding for public services (through collaborations with nonprofit community development organizations), public facilities and improvements, housing rehabilitation, affordable housing, and support for businesses.

#### **Key Activities:**

- Represent the City and Committees in core team meetings including routine land-use matters and related legal issues; design review; affordable housing; emergency management, such as FEMA; environmental issues; public transit and RIDOT projects.
- Work closely with the mayor's team on multiple projects that are complex and sensitive, often involving confidential issues.
- Strive to bring in the right kinds of projects that will have beneficial impact to the tax base and residents' quality of life.
- Coordinate development, update and implement comprehensive plans, coordinate revisions, and update the land use maps.
- Consult with various technical, professional, and legal personnel as needed to protect the interests of the City and its Boards in carrying out its statutory responsibilities.
- Research various technologies, infrastructures, and projects that the City can undertake to achieve energy sustainability and reduce its overall carbon footprint.
- Develop and participate in the implementation, coordination and maintenance of the Comprehensive Plan and any subsidiary plan like the Open Space Plan, the Hazard Mitigation Plan, the Housing Plan, the Economic Development Plan, and any State plan that establishes frameworks and goals for local plans.
- Keep apprised of information disseminated by State agencies.
- Assist in updating the Geographic Information System.
- Pursue and manage various state, federal, and private grants to fund its projects and activities.

DPED seeks community input and ideas on all department projects and initiatives, working closely with residents, community groups, and other stakeholders to develop common goals and guide development accordingly.

#### **Evaluation of FY 2023 Goals and Objectives**

- A work schedule to complete a Draft Comprehensive Plan by June 2023 will be developed. – *Not Completed*
- Update the Central Falls Zoning Ordinance to bring it into conformance with the new Comprehensive Plan. – *Partially Completed (additional updates will follow Comprehensive Plan update)*
- Update the Central Falls Land Development and Subdivision Regulations to be in conformance with the changes in state law. – *Changes to state law are needed before this can be completed*
- Complete Phase 1 improvements to Jenks Park. – *Not Completed, construction scheduled for summer-fall 2023*
- Complete Park improvements at River Island Park. – *In Progress*

- Work with the Cities of Pawtucket and Attleborough and the Town of Cumberland to create a detailed plan for the connection of various pieces of the Blackstone Bikeway. – *In Progress*
- Complete remediation at Pierce Park and High Street Ballfield, redevelop the ballfield and develop a new basketball court. – *Substantially Complete*
- Work to obtain funding to remediate contamination at the River Street properties. – *Partially Completed and Ongoing*
- Complete joint Economic Development Plan with City of Pawtucket. – *Completed*
- Complete Vision Plan for OSRAM-Sylvania site and facilitate Phase 1 of redevelopment. – *Vision Plan Completed; Facilitation Ongoing*
- Complete Vision Plan to promote redevelopment of fire-damaged portion of Conant Thread Transit Oriented Development District. – *Draft Completed and Ongoing*
- Complete street and sidewalk improvements and installation of green stormwater infrastructure to improve access to Pawtucket/Central Falls Transit Center and build climate resiliency. – *Completed Phase 1; Secured Funds for Phase 2*
- Facilitate NBC’s installation of green stormwater infrastructure at various locations throughout city to build climate resiliency. – *Phase 1 Substantially Complete; Additional Phases Ongoing*
- Roll out Community Electricity Aggregation Program. – *Completed*
- Continue the redevelopment of Sylvian Street by acquiring problem properties; complete street and sidewalk improvements, installation of green infrastructure, and development of gateways at both ends of the street. – *Substantially Complete*
- Continue to work with the Nuisance Properties Task Force and the Redevelopment Agency to address vacant properties in the city. – *Completed and Ongoing*
- Continue to seek and secure grant funding to achieve administration’s goals. – *Completed and Ongoing*
- Improve public access to information through the City’s new website. – *Ongoing*
- Partner with local non-profit housing developers to acquire land and develop new market and affordable housing throughout the city. – *Completed and Ongoing*

**FY 2024 Goals and Objectives:**

- Complete a Draft Comprehensive Plan by June 2024
- Update the Central Falls Zoning Ordinance to bring it into conformance with the new Comprehensive Plan.
- Update the Central Falls Land Development and Subdivision Regulations to be in conformance with the changes in state law.
- Complete the 5-year update to the Multi-jurisdictional Pawtucket-Central Falls Hazard Mitigation Plan.
- Complete the design and make substantial progress on construction of the El Centro Community Center.
- Facilitate development of the Broad Street Homes affordable housing project.
- Complete the construction of two new single-family homes at Washington and Hood.

- Secure funding for, and begin construction of, five townhouses at 40 Reed Avenue to provide affordable homeownership opportunities.
- Complete acquisition of a portion of the former Osram site for development of affordable and market-rate housing.
- Complete Vision Plan to promote redevelopment of fire-damaged portion of Conant Thread Transit Oriented Development District.
- Continue to work with the Nuisance Properties Task Force and the Redevelopment Agency to address vacant properties in the city.
- Continue to partner with local non-profit housing developers to identify and acquire properties and develop new market rate and affordable housing throughout the city.
- Complete Phase 1 improvements to Jenks Park; specifically, construction of the new playground and renovations to Cogswell Tower.
- Complete the construction of new tennis courts at Sacred Heart Park.
- Complete remediation at Pierce Park and High Street Ballfield and open the new ballfield and new basketball court for the community.
- Complete Park improvements at River Island Park.
- Work with the Cities of Pawtucket and Attleborough and the Town of Cumberland to create a detailed plan for the connection of various pieces of the Blackstone Bikeway.
- Complete streetscape and sidewalk improvements and installation of green stormwater infrastructure along Pine Street to improve access to Pawtucket/Central Falls Transit Center and build climate resiliency
- Complete construction of a parklet at the corner of Rand and Pine Streets, which will serve as a gateway to the Conant Thread District and use green infrastructure to build climate resiliency
- Facilitate NBC's installation of green stormwater infrastructure at various locations throughout city to build climate resiliency
- Improve public access to information, including applications, maps, data, and project descriptions (proposed, in-progress, and recently completed), through the City's website
- Continue to seek, secure, and manage grant funding to achieve administration's goals
- Fully integrate the Coordinator of Workforce Development & Small Business Assistance position into the Planning Department, and establish measurable objectives for meeting the needs of businesses and job-seekers

## **Job Descriptions:**

### **Director**

The Director is a multi-talented individual who has the ability to lead a lean team in a high-stress environment and quickly accomplish substantial administrative recommendations, capital projects, and grant applications, while maintaining working relationships with other City officials, partners, and the general public. The Director is the figurehead of the department and is responsible for publicly representing the department in all efforts. The Director must be capable of advocating on behalf of their department for the City of Central Falls and work in a strategic manner to ensure successful planning, architecture, economic development, and community development for the City. The

Director is responsible for the budget of the department, grants administered, and capital projects managed. The Director should:

- Have experience in the fields of planning, architecture, construction, business, and the nonprofit sector
- Be familiar with HUD and EPA regulations
- Possess a history of success in grant applications and administration
- Be able to quickly analyze and visualize large amounts of data
- Be highly organized personally and organizationally
- Quickly present meaningful information in a convincing manner
- Be capable of producing high-quality visuals
- Be familiar with branding, marketing, and media outreach

### **Assistant Director**

Under general direction of Director, the Assistant Director develops, directs, administers, and coordinates planning activities for the City of Central Falls. The Assistant Director is responsible for day-to-day planning activities of the Department of Planning and Economic Development and works most directly to maintain the City's *Comprehensive Plan*. The Assistant Director staffs the Pawtucket-Central Falls Joint Planning Commission, the Central Falls Planning Board, and the Central Falls Zoning Board of Review. This position provides advice and assistance to the Director of Planning and Economic Development, Mayor, City Council, various City department directors and local boards, commissions and officials, community and civic leaders, and the general public. The major areas directed are:

- Undertakes planning projects from inception through completion; Participates in the organization and development of the planning and urban redevelopment program; Compiles and interprets physical, social, and economic data in the analysis of planning and urban redevelopment problems and in the design of the solutions to these problems.
- Serves as staff secretary to Pawtucket-Central Falls Joint Planning Commission, the Central Falls Planning Board, and the Central Falls Zoning Board of Review with duties that include preparation of agendas and preparation of meeting minutes, as well as the preparation and recording of all decisions/resolutions of the Agency.
- Prepares and delivers presentations to City boards, technical and neighborhood groups on planning matters.
- Compiles and interprets physical, social, and economic data used in the analysis of planning and urban redevelopment problems and in the design of solutions to these problems
  - Performs evaluation of data affecting location and design of projects.
  - Supervises and coordinates various staff activities of the Department in the completion of assigned projects with special emphasis on urban design or on research and analysis.
  - Assigns work and supervises staff and consultants in the compilation and interpretation of physical, social, and economic data used in the analysis of planning problems and in the design of the solutions to these problems.
    - Assists in the evaluation of data affecting location and design of projects.
    - Prepares written and graphic reports using computerized word processing, desktop publishing, presentation, mapping, spreadsheet, database software, and other software devices
    - Performs mapping functions of the department.
    - Works closely with city's Fund Developer to coordinate application and administration of relevant grant programs. Under the supervision of the Director, prepares all requisite reports relating to grant receipts.

- Coordinates with consultants, contractors, City Hall staff and community partners in the completion of grants projects and other assigned projects.
- Represents the Department at conferences and work-related meetings as required; represents Department at meetings and events in the absence of the Director
- Performs other related duties as required.

### **Principal Planner**

The Principal Planner must be detail oriented in order to provide administrative coordination and support necessary to ensure that DPED operations are implemented in an effective, up-to-date, and accurate manner. The major areas directed are:

- Participates in the organization and development of the planning and urban redevelopment program to be implemented by the Department of Planning and Economic Development and the Redevelopment Agency.
- Undertakes redevelopment projects from inception through completion.
- Serves as staff secretary to Central Falls Redevelopment Agency with duties that include preparation of agendas, preparation of meeting minutes, and board recommendation as well as the preparation and recording of all decisions/resolutions of the Agency.
- Supervises consultants in the completion of DPED projects.
- Assists in the compilation and interpretation of physical, social, and economic data used in the analysis of planning and urban redevelopment problems and in the design of solutions to these problems.
- Prepares written and graphic reports using computerized word processing, desktop publishing, presentation, mapping, spreadsheet, database software, and other software devices.
- Represents Department of Planning at meetings and events in the absence of the Director.
- Prepares and delivers presentations to City boards, technical and neighborhood groups on planning and redevelopment matters.
- Represents the Department at conferences and work-related meetings, as required.

### **Community Development Manager**

Under general supervision of the Director, the Community Development Manager performs administrative duties in support of the Department's community development work, specifically management of the Community Development Block Grant (CDBG) Program in all its phases. The major areas directed are:

- Ensures municipal planning and community development operations and records are maintained in an effective, up-to-date, and accurate manner.
- Under the general direction of the Director, manages, administers, and coordinates community development grants activities for the City of Central Falls. Responsible for the CDBG program development and administration and other related grant administration activities and provides technical assistance to the department.
- Under general direction of Director, develops, manages, administers, and coordinates community development grants activities for the City of Central Falls. Responsible for the CDBG program development and administration and other related grant-writing and administration activities. Prepares and administers requests for Federal and State grants with the Principal Planner and provides technical advice and assistance to Director of Planning.
- Prepares Environmental Assessments and Reviews of proposed activities including all advertising and notice requirements.
- Receives and reviews loan/grant applications. Makes recommendation to Director for approval of loans/grants.

- Prepares bid specifications for public facility projects using CDBG funds. Assists Director in recommending approval of bids and contract awards to the Purchasing Agent.
- Conducts on-site project inspections; monitors project contractors for quality-of-work, timely completion, and compliance with applicable local regulations and guidelines and Federal requirements.
- Coordinates with consultants, contractors, City Hall staff and community partners in the completion of projects.
- Responsible for all department record keeping, including record keeping for all department grants, contracts, specifications, purchase and sale agreements and deeds correspondence, etc. Also assists Director with bookkeeping for federal and state accounts, checkbook reconciliation, trial balance reports and general ledger entries. Assists Director with auditing process by working with City auditor and various state and federal government agencies.

### **Coordinator of Workforce Development & Small Business Assistance**

- Provide day-to-day management of educational activities that promote the development and provision of programs to meet employer needs and advance the City's workforce development goals
- Identify, develop, and maintain workforce development partnerships and network with other program coordinators
- Develop effective working relationships with employers and maintain regular contact in order to monitor employment satisfaction
- Assess the staffing needs of businesses and track employment placement and retention outcomes for resident participants
- Screen job seeker resumes, facilitate interviews, provide quality referrals to employers for employment and maintain an updated internal candidate pool
- Organize, plan, and execute workforce development events as necessary for various assigned projects
- Participate in professional development through appropriate conferences, workshops, seminars, or webinars
- Provide input to Director of Planning and Economic Development and make recommendations for improvements to programs and the department
- Perform other related duties as assigned by the Director of Planning and Economic Development